Fitchburg State University

Student Handbook 2010-2011

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FITCHBURG STATE UNIVERSITY

Office of Student & Academic Life

Dear Fitchburg State Student:

The Student Handbook is a source of useful information and a presentation of the policies we live by at Fitchburg State University. Underlying all of that is a special spirit that I hope you will discover and come to enjoy. That special spirit encompasses:

- A community of learners. We focus on learning and growing as members of the campus community.
- An achievement-orientation. We set goals and then work hard and consistently to meet them in all facets of the university experience.
- A blending of liberal arts education, preparation for professional life and student development opportunities. We learn by exploring a broad range of subjects and develop academic and life long skills through our work in the classroom, involvement in organizations, participation in campus activities and activism in the community.
- A sense of civility. We act in a civil way toward each other in our classes, at meetings, at athletic contests, during activities and events, and in our living environment.

What you bring to Fitchburg State University is important as well; your goals and aspirations, your special strengths and personality, and your willingness to do all you can to be an active member of our community. Participating fully in the life of the university, from the classroom and library to student activities and special events, is the best way to *learn how far you can go.*

I'm glad you are here at Fitchburg State University, and I wish you all the best in the coming academic year.

Sincerely,

Stanley Bucholc

Dr. Stanley Bucholc
Dean of Student and Academic Life

160 Pearl Street ▪ Fitchburg, MA 01420-2697 ▪ 978-665-3130 ▪ fax:978-665-3132 ▪ sbucholc@fsc.edu

University Mission **1**
Mission Statement 2
Student Representation on Committees 2
Subject to Change Notice 2

Student Rights and Responsibilities **3**
All University Committee 3
Affirmative Action Statement 3
Accommodations for Persons with Disabilities 3
Institutional Discrimination Complaint Procedures 4
Jury Duty 4
Bill of Rights 4
Access to Higher Education 4
Affirmative Action Policy 5
Financial Obligations 6
Immunization Requirements 7
Insurance for Property 7
Notification of Student Rights under FERPA 7
Policy Regarding Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) 8

Campus Resources and Services **9**
List of Offices 9
Academic Advising Center 9
Academic Affairs 9
Academic Success Center 9
Amelia V. Gallucci-Cirio Library 10
Bookstore 10
Campus Police 10
Career Services 11
Center for Italian Culture 11
Chartwells Food Service 11
Counseling Services 12
Disability Services 12
Expanding Horizons 13
Financial Aid 14
Graduate and Continuing Education 15
Housing and Residential Services 15
International Education 16
Mail Center 17
Math Center 17
Multicultural Student Services and ACCESS Program 17
Parking Services 18
Peer Assisted Student Support (PASS) 18
Placement Test Center 18
Recreation Services 18
Registrar's Office 19
Student and Academic Life 19
Student Accounts 20
Student Conduct, Mediation and Education 21
Student Development and Campus Center 21
Student Health Services 22
Technology Department 23
Tutor Center 24

Student Organizations **25**
Student Government Association (SGA) 25
Office of Student Development Clubs and Organizations 2010/11 26
Recognized Student Organizations 27
Recognition of Student Organizations 30
Criteria Organizations Must Meet to be Recognized 31
Rights, Privileges and Responsibilities of Recognized Student Organizations 31

Intercollegiate Athletics and Recreation Services **33**
Overview 33
Intercollegiate Sports 33
Academic Eligibility 33
Facilities 33
Fitchburg State University Athletics Sportsmanship Code 34
Athletic Department Policies 35

Academic Policies **37**
Absences 37
Advisors 37
Attendance 37
Course Registration 37
Withdrawing from Fitchburg State University 38
Academic Standing 38
Grades 39
Major Changes 40
Transcripts 40

Campus Policies **41**
Academic Integrity Policy 41
Acceptable Use Computer Policy 42
End of the Spring Semester Event Policy 42
Good Neighbor Policy 42
Human Studies Policy 42
Non-Discrimination Policy
and Affirmative Action Policy 42
Policy Against Gambling 43
Policy Against Hazing 43
Policy Against Sexual Assault 43
Policy Against Sexual Harassment 44
Poster Policy 44
Privacy and Confidentiality Regulations 45
Raffle Policy 45
Smoking Policy 45
Solicitation Policy 45
Student Code of Conduct 45
Student Parking Policy 45
Use of the Quad 46

Substance Abuse Policy **47**
Introduction 47
Drug-Free Schools and Communities Act 47
University Alcohol Policy 47
Federal and State Drug Laws 48
Procedure for Alcohol Violations 49
Procedure for Substance Abuse Violations 50
Guidelines for Substance Abuse
Counseling/Treatment 50
Health Risks of Substance Abuse 51
Controlled Substances—Uses and Effects 51

Phone Directory and Maps **53**
Departments and Offices 53
Undergraduate Evening Programs 54
Graduate Programs 54
Quick Reference Guide 55
Campus Map 56
Index 57

University Mission

Established in 1894 by an act of the Massachusetts Legislature, the State Normal School in Fitchburg opened in temporary quarters in the old high school building on Academy Street. Principal John G. Thompson, aided by a teaching staff of three, implemented a two-year teacher training program for women that had 46 participants. In December 1896, the school expanded into a new building, known as Thompson Hall, and set up the State School of Observation and Practice in city buildings on Day Street and Highland Avenue.

In the next decade the school was a trendsetter for programs in education. The Edgerly School opened, originally as an eighth-grade model and practice school. In 1910, it became one of the first junior high schools in the United States. The following year the school initiated the first practical arts teacher training course in the country for men.

In 1930, the State Normal School was authorized to offer a bachelor's degree in practical arts, and in 1932, when it became the State Teachers University at Fitchburg, four-year degree were offered in all areas of education.

Under the auspices of the State Division of University Extension, summer courses were first offered in 1915, marking the beginning of the university's commitment to Continuing Education programs. In 1935, the university was also authorized to establish graduate programs and in 1954 the first evening courses were offered.

In 1960, the university changed its name and expanded its mission. The State University at Fitchburg diversified its programs to include degrees in disciplines other than education. In 1965, its name was officially changed to Fitchburg State University, which today offers more than 50 undergraduate degrees in 16 academic departments, 32 master's degree programs, six Certificate of Advanced Graduate Study programs, and nine graduate certificate programs, Enrollment is up to 3,000 full-time and 4,000 part-time students which include 1,300 matriculated graduate students. The campus has expanded from a single structure on High Street to 33 buildings on 90 acres, becoming the educational center for the Montachusett Region. The university proudly offers traditional and non-traditional programs to serve the educational needs of its students as undergraduate, graduate and continuing education students.

Mission Statement

Fitchburg State University is an institution of higher education that integrates an interdisciplinary, multicultural, liberal arts and sciences core with all professional and arts and sciences majors.

In the process, the university encourages the development of the whole person and prepares students for careers that meet the needs of their varied communities. Our faculty members are teacher-scholars who employ a variety of pedagogies and modes of technological instruction to further such goals for all.

In 1997, the Board of Higher Education designated the university as the site of the Leadership Academy. The university emphasizes the importance of leadership studies, service learning, civic responsibilities, ethical development, and international education. Thus, it is this central theme that animates our mission statement: the establishment of a leadership honors program, extensive course work and extracurricular emphasis, and a commitment to exploring leadership.

This comprehensive public university is committed to providing affordable, life-long learning opportunities in undergraduate, graduate, and continuing education. The university is extensively involved in promoting cultural and sound economic development, especially in the northern Worcester County area.

Student Representation on Committees

The Student Government Association (SGA) appoints and/or recommends students to serve on many other university groups and committees including those listed below. Contact SGA for more information.

- Ruth Butler Grants
- Campus Center Advisory Board
- Campus Safety
- University/Neighborhood Council
- Disability Services
- Food Service
- Honorary Degrees
- Human Relations
- Library Advisory Committee
- Parking Committee
- SGA and its committees
- Student Conduct Board
- Student Organization Committee
- Technology Advisory Committee
- All University Committee

Subject to Change Notice

The rules, regulations, policies, fees and other charges, courses of study, and academic requirements that appear in this handbook were in effect at the time of its publication. Like everything else in this handbook, they are published for informational purposes only, and they do not constitute a contract between the university and any student, applicant for admission or other person.

Whether noted elsewhere in this handbook or not, the university reserves the right to change, eliminate, and add to any existing (and to introduce additional) rules, regulations, policies, fees and other charges, courses of study and academic requirements. Whenever it does so, the university will give as much advance notice as it considers feasible or appropriate, but it reserves the right in all cases to do so without notice.

All University Committee

The All University Committee (ACC) offers students the opportunity to participate in making the policies that govern student conduct, determine academic progress and graduation standards and change and develop curriculum. The ACC is composed of three students, five faculty members and three administrators, all with equal voting power. Students may apply to serve on the ACC or one of its committees by contacting the Student Government Association (SGA).

Students may submit proposals to the ACC individually or as members of recognized student organizations. Any member of the administration, staff or faculty may also submit proposals to the ACC.

ACC Standing Committees are as follows:

- Academic Policies
- Curriculum
- Student Affairs

Affirmative Action Statement

It is the policy and commitment of Fitchburg State University not to discriminate on the basis of race, color, religion, creed, age, gender, sexual orientation, gender identity, genetic information, disability, veteran status, marital status, or national origin in its educational programs, activities, admissions, or employment policies, and to comply with the requirements of Federal Executive Orders 11246 and 11375 as amended, the Civil Rights Act of 1964 as amended, Title IX of the Educational Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974, the Civil Rights Restoration Act of 1988, the Americans with Disabilities Act of 1990 (ADA), the Civil Rights Act of 1991, and pertinent laws, regulations, and Executive Orders, directives of the Board of Higher Education of the Commonwealth of Massachusetts, the Commonwealth of Massachusetts, and other applicable state and federal statutes.

- Inquiries concerning the application of, or compliance with, the laws and regulations prohibiting such discrimination should be addressed to:

  Jessica Murdoch, Interim Director, Human Resources and Affirmative Action Designated Coordinator for Title IX, Section 504 and Title II of the ADA (978) 665-3172.
- For inquiries regarding sex, gender, disability, age, race, color and/or national origin, you may also contact:

  U.S. Department of Education
  Office for Civil Rights
  33 Arch Street, 9th Floor
  Boston, MA 02119-1424
  Telephone: (617) 289-01111
  FAX: (617) 289-0150
  TDD: 877-521-2172
  Email: OCR.Boston@ed.gov

Accommodations for Persons with Disabilities

Disability Services

Fitchburg State University encourages students with disabilities to participate fully in all academic programs and student activities. Disability Services is the primary support system for students with disabilities taking classes in the day and evening divisions.

The objective of the office is to promote independence, build skills and facilitate achievement of educational goals for individuals with disabilities. A number of services are available through the office. Some examples of services and academic accommodations are listed below. Please note that this is not an exhaustive list:

- Adaptive software and computer equipment
- Testing accommodations (eg. Braille or electronic text)
- Assisted listening devices
- Sign language interpreters
- Skill-building workshops and coaching

To be eligible for academic accommodations, students must request services themselves, and must provide appropriate documentation to support the need of such services. Requests for accommodations must be made in a timely manner and must be reasonable given the nature of the disability.

For comprehensive information about obtaining accommodations, please call (978) 665-4020 (voice) or visit the web site at http://www.fsc.edu/disability. Note: if the telephone does not suit your communication preferences, please contact the department via Mass Relay (dial 711) or use email.

Academic Accommodations

All accommodations are provided based upon assessment of individual need. Students desiring an accommodation that will enable them to fully participate in academic or campus activities should follow these procedures:

- Submit the appropriate documentation to the Office of Disability Services from a certified diagnostician
- Meet with the staff of Disability Services
- Complete a registration form

Testing Accommodations

Students with a disability needing testing accommodations for placement exams or other standardized tests must submit requests for accommodations to the Office of Disability Services. Extended time, out-of-classroom testing, and other alternative testing are options offered to eligible students with a disability.

Reduced Course Load

Waivers may be available to students with disabilities who need the accommodation of a reduced course load. Waivers are granted by the Dean of Student and Academic Life. Students with disabilities needing the accommodation of a reduced course load will not be penalized by Financial Aid or Campus Living.

Institutional Discrimination Complaint Procedures

The Massachusetts State Universitys have established specific internal Discrimination Complaint Procedures to help resolve claims and complaints of discrimination on the campus. These Procedures will serve as a system of review and resolution for both informal claims and formal complaints of discrimination, including disability discrimination. Any member of the University community (including students), who believes she/he has been a victim of discrimination, discriminatory harassment or retaliation may initiate an informal claim or formal complaint as outlined in the Discrimination Complaint Procedures.

Hard copies of the Discrimination Complaint Procedures are available in the Human Resources and Affirmative Action Office. The Discrimination Complaint Procedures are also available at: www.fsc.edu/humanres/aaeop.cfm.

Further advice or information regarding the University's Discrimination Complaint Procedures may be obtained by contacting Jessica Murdoch, vDirector, Human Resources and Affirmative Action, and Designated Coordinator for Title IX, Section 504 and Title II of the ADA, at (978) 665-3172.

Jury Duty

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more that 50% of the time is eligible to serve as a juror. If you are a resident or another state but a student at a Massachusetts university, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts."

Students who must miss class in order to fulfill their jury service requirement should notify the dean of Student and Academic Life to arrange for their absence. Students are required to furnish their summons notice or the certificate of service when making these arrangements.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please consult the Student's Guide to Jury Duty brochure, available in the Office of Student and Academic Life, or contact the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Office of the Jury Commissioner's website at www.massjury.com.

Bill of Rights

The following enumeration of rights is not to be construed to deny or disparage other rights retained by students in their capacity as members of the student body or as citizens of the community at large.

A. Free inquiry, expression and assembly are guaranteed to all students.
B. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.
C. The right of students to be secure in their persons, living quarters, paper and effects against unreasonable searches and seizures is guaranteed.
D. No disciplinary sanctions will be imposed upon any student without notice to the accused of the nature and cause of the charge.
E. A student accused of violating institutional regulations is entitled, upon request, to a hearing before the appropriate judicial body.

Access to Higher Education

Within the limits of its facilities, Fitchburg State University is open to all applicants who are qualified according to its admission requirements.

A. The institution will make clear with this document and the Fitchburg State University Catalog the characteristics and expectations of students which it considers relevant to its programs.
B. Under no circumstances will an applicant be denied admission because of race, religion, gender, sexual orientation, ethnic background or disability.

Affirmative Action Policy

It is the policy and commitment of Fitchburg State University not to discriminate on the basis of race, color, religion, creed, age, gender, sexual orientation, gender identity, genetic information, disability, veteran status, marital status, or national origin in its educational programs, activities, admissions, or employment policies, and to comply with the requirements of Federal Executive Orders 11246 and 11375 as amended, the Civil Rights Act of 1964 as amended, Title IX of the Educational Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974, the Civil Rights Restoration Act of 1988, the Americans with Disabilities Act of 1990 (ADA), the Civil Rights Act of 1991, and pertinent laws, regulations, and Executive Orders, directives of the Board of Higher Education of the Commonwealth of Massachusetts, and other applicable state and federal statutes.

Of particular interest to students are the following:

A. Equal Opportunity: Fitchburg State University supports the principles of equal opportunity for employment to all qualified persons without regard to race, gender, religion, color, national origin or age. Inquiries regarding compliance may be directed to:

   Jessica Murdoch, Director
   Human Resources and Affirmative Action
   Designated Coordinator for Title IX
   Section 504 and Title II of the ADA
   (978) 665-3172; or

   U.S. Department of Education
   Office for Civil Rights
   33 Arch Street, 9th Floor
   Boston, MA 02119-1424
   Telephone: (617) 289-01111
   FAX: (617) 289-0150
   TDD: 877-521-2172
   Email: OCR.Boston@ed.gov

B. Title IX: Fitchburg State University does not discriminate on the basis of gender, in accord with Title IX of the 1972 Education Amendments, in its educational programs, admission policies, activities or employment policies. This legislation provides that no person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. This includes protection from sexual harassment. Inquiries regarding compliance may be directed to:

   Jessica Murdoch, Director
   Human Resources and Affirmative Action
   Designated Coordinator for Title IX
   Section 504 and Title II of the ADA
   (978) 665-3172; or

   U.S. Department of Education
   Office for Civil Rights
   33 Arch Street, 9th Floor
   Boston, MA 02119-1424
   Telephone: (617) 289-01111
   FAX: (617) 289-0150
   TDD: 877-521-2172
   Email: OCR.Boston@ed.gov

C. Section 504 of the Rehabilitation Act: Fitchburg State University does not discriminate against individuals with disabilities in its educational programs, admissions policies, activities or employment policies. Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified individual with a disability shall be excluded from participation in, denied the benefits of or be subjected to discrimination solely because of their disability, under any program or activity that receives federal financial assistance. The Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008 provides comprehensive civil rights protection to individuals with disabilities and prohibits discrimination on the basis of disability in employment, places of public accommodations, state and local government services and telecommunications.

   Amendments to the Americans with Disabilities Act (ADA) signed into law on September 25, 2008, clarify and reiterate who is covered by the law's civil rights protections. The "ADA Amendments Act of 2008" revises the definition of "disability" to more broadly encompass impairments that substantially limit a major life activity. The amended language also states that mitigating measures, including assistive devices, auxiliary aids, accommodations, medical therapies and supp0lies (other then eyeglasses and contact lenses) have no bearing in determining whether a disability qualifies under the law. Changes also clarify coverage of impairments that are episodic or in remission that substantially limit a major life activity when active, such as epilepsy or post traumatic stress disorder. The amendments took effect January 1, 2009.

   Inquiries regarding compliance may be directed to:

   Jessica Murdoch, Director
   Human Resources and Affirmative Action
   Designated Coordinator for Title IX
   Section 504 and Title II of the ADA
   (978) 665-3172; or

   U.S. Department of Education
   Office for Civil Rights
   33 Arch Street, 9th Floor
   Boston, MA 02119-1424
   Telephone: (617) 289-01111
   FAX: (617) 289-0150
   TDD: 877-521-2172
   Email: OCR.Boston@ed.gov

On-campus grievance procedures for alleged violations of the non-discrimination regulations are the same as those employed for challenging violations of the Family Education Rights and Privacy Act of 1974.

Financial Obligations

Financial aid recipients who are considering withdrawal from the university are urged to contact the Financial Aid Office. Withdrawal may result in the student owing a balance to the university and/or owing a repayment to federal or state aid programs. Please refer to the Financial Aid section of this handbook for additional information.

Notice of Availability

The Higher Education Amendments of 1998 clarified the information that universitys must disclose to current students. The following Notice of Availability describes the kinds of information available and where you can gain access to it. You may request a paper copy of any information referenced below by contacting the office listed.

Family Educational Rights and Privacy Act (FERPA)

Description: FERPA affords students certain rights with respect to the student's educational records.

Location: www.fsc.edu/registrar E-mail: registrar@fsc.edu
Contact: Registrar Phone: (978) 665-4196

FFEL/Direct Loan Deferments for Performed Services

Description: FFEL/Direct Loan deferments available for Peace Corps or volunteer service.

Location: www.fsc.edu/finaid E-mail: finaid@fsc.edu
Contact: Director of Financial Aid Phone: (978) 665-3156

Financial Assistance Available

Description: Federal, state and institutional need-based and non-need based financial assistance available to students. Rights and responsibilities of financial aid recipients are also available.

Location: www.fsc.edu/finaid E-mail: finaid@fsc.edu
Fitchburg State University Catalog
Contact: Director of Financial Aid Phone: (978) 665-3156

Cost of Attendance—Undergraduate Day

Description: Cost of attendance for undergraduate day students.

Location: www.fsc.edu/treasurer/studentaccts/treas_studtaccts.html
Contact: Student Accounts Director
E-mail: stuaccnts@fsc.edu Phone: (978) 665-4126

Cost of Attendance—GCE

Description: Cost of attendance for undergraduate evening and graduate students.

Location: www.fsc.edu/gce E-mail: gce@fsc.edu
Contact: Dean of Grad. and Cont. Ed. Phone: (978) 665-3182

Return of Title IV Funds Refund Policy

Description: Policy regarding recipients of federal Title IV financial aid that withdraw from the university.

Location: www.fsc.edu/finaid/ E-mail: finaid@fsc.edu
Fitchburg State University Catalog Phone: (978) 665-3156
Contact: Director of Financial Aid

Withdrawal Policy

Description: Policy regarding students enrolled at Fitchburg State who officially withdraw from the university.

Location: *Fitchburg State University Catalog*
Contact: Dean of Student & Academic Life
Phone: (978) 665-3130

Academic Programs

Description: Information regarding Fitchburg State's academic programs.

Location: www.fsc.edu/academics E-mail: registrar@fsc.edu
Fitchburg State University Catalog
Contact: Registrar Phone: (978) 665-3137

Accreditation/Approval/Licensure

Description: Entities that accredit, license, or approve the university and its programs and procedures for reviewing Fitchburg State's accreditation, licensing, or approval documents.

Location: www.fsc.edu/community/aboutus/facts/
Contact: Vice President for Academic Affairs
Phone: (978) 665-3185

Special Facilities and Services for Students with Disabilities

Description: Special services and facilities available for disabled students.

Location: www.fsc.edu/disability
Contact: Coordinator of Disability Services
Phone: (978) 665-4020

Study Abroad

Description: Federal Title IV financial aid eligibility for students enrolled in a Study Abroad program.

Location: www.fsc.edu/finaid E-mail: finaid@fsc.edu
Contact: Director of Financial Aid Phone: (978) 665-3156

Completion/Graduation Rates

Description: The percent of first-time full-time freshmen who successfully complete a baccalaureate program at this university within six years.

Location: www.fsc.edu/planningandir E-mail: tcarroll@fsc.edu
Contact: Director of Institutional Research Phone: (978) 665-3171

Campus Security Report

Description: The Campus Crime & Awareness Security Report which includes required policies and procedures and crime statistics.

Location: www.fsc.edu/campuspolice
Contact: Chief of Campus Police Phone: (978) 665-3110

Report on Athletic Program Participation Rates and Financial Support Data

Description: Data regarding athletic program participation rates of students at Fitchburg State and related costs and revenues.

Location: Athletics Department E-mail: slauder@fsc.edu
Contact: Director of Athletics Phone: (978) 665-3314

Immunization Requirements

In compliance with Massachusetts Public Law 105 CMR 220.600, the following are the immunization requirements for Fitchburg State University:

- Full-time matriculated undergraduate, graduate, or other category of residential student and international students studying on campus:
  1. Completed Fitchburg State University health form, including a physical exam that has been completed within the past year;
  2. One dose of mumps and rubella vaccine(s) given at or after 12 months of age or serologic proof of immunity;
  3. Two doses of live measles containing vaccine(s) given at least one month apart beginning at or after 12 months or serologic proof of immunity;
  4. A booster dose of TD within the past 10 years, and;
  5. In September 2005, three doses of hepatitis B vaccine will be required for all full-time freshmen.
- Part-time matriculated undergraduate students in health sciences:
  1. Need the state required immunizations as stated above. A complete physical is not required for part-time students.
- Part-time and full-time matriculated undergraduate and graduate nursing students:
  1. Annual physical;
  2. Annual PPD (TB test) and proof of a negative chest X-ray if the PPD test was positive;
  3. Need the state required immunizations as stated above, plus three doses of hepatitis B vaccine and a copy of dated immune titer.

Failure to comply with these requirements will prohibit you from registering for classes.

Insurance for Property

Compensation for lost, damaged or stolen personal property on campus is not a university responsibility. Individuals desiring such protection must make arrangements for the necessary coverage at their own expense. Residential students are encouraged to consider securing personal property insurance, either through the homeowners' policy of their parents or through a separate renters' insurance policy.

Notification of Student Rights under FERPA

"The Family Rights and Privacy Act of 1974 guarantees that the academic records for students over 18 years old cannot be discussed with anyone except the student or authorized University personnel. However, certain information classified as "Directory Information" is available for public consumption unless the student specifically directs that it be withheld. Public Directory Information as defined by the act includes: Student's name, addresses (campus, home, e-mail), telephone listings, date and place of birth, major field of study, class year, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, status (full-time, half-time, part-time), degrees, honors, and awards received, and the most recent previous educational institution attended. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, affords students certain rights with respect to their education records". They are:

1. **The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.**

   Students should submit to the registrar, vice president of academic affairs, dean of enrollment management, academic department chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**

   Students may ask Fitchburg State University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

   Fitchburg State University will disclose information from a student's education records only with the written consent of the student, except:

   A. To school officials with legitimate educational interests; A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the University has contracted to perform required functions (such as an attorney, auditor, service provider, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee,

such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

B. To officials of other institutions in which the student seeks or intends to enroll provided that the student had previously requested a release of his/her record;

C. To authorized representatives of the U.S. Department of Education, U.S. Department of Defense (under the Solomon Amendment), U.S. Attorney General, INS, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the University, and accrediting organizations;

D. In connection with a student's application for, and receipt of, financial aid;

E. To comply with a judicial order or lawfully issued subpoena;

F. To parents of dependent students as defined by the Internal Revenue Code, Section 152;

G. To appropriate parties in a health or safety emergency; or

H. To the alleged victim of any crime of violence of the results of any disciplinary proceedings conducted by the University.

I. The University may disclose the result of a disciplinary proceeding to a parent or guardian as long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of University drug or alcohol policies, or any federal, state, or local law.

J. To students currently registered in a particular class section, the names and e-mail addresses of others on the roster may be disclosed in order to participate in class discussion.

Fitchburg State University has designated the following items as Directory Information: a student's name, electronic mail address, local and permanent mailing addresses, telephone numbers, date and place of birth, major and minor fields of study, dates of attendance, enrollment status (full or part time), certificates, degrees, honors and awards received (including scholarships), date of actual or expected graduation, whether or not currently enrolled, most recent educational institution attended, participation in officially recognized activities and sports sponsored by the University, weight and height of athletic team members, and photograph.

The University may disclose any of these items without prior written consent, unless the student has submitted a written request to the Office of the Registrar not to release directory information pertaining to them. Requests will be processed within 24 hours after receipt.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fitchburg State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Policy Regarding Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)

As there presently is not a cure for the HIV positive infection and the primary responsibility of the university is that of education, the Fitchburg State University Health Services and Peer Education will be responsible for providing opportunities for students, faculty and staff to learn about AIDS. The purpose of the information is:

- To help prevent members of the university community from acquiring the disease;
- To create a calm and knowledgeable response to members of the university community who have HIV-related illness;
- To encourage an environment of support and compassion for people with AIDS at the university, in work places and in local communities;
- To educate members of the university community about the medical, social, economic and psychological aspects of HIV infection.

The university considers AIDS to be a health issue and will respond to persons with HIV infection on a case-by-case basis in accordance with Public Health Service and American University Health Association guidelines and in consultation with appropriate medical professionals.

The university will comply with all federal, state and local laws and regulations banning discrimination or harassment against persons with HIV infection or persons whom are at high risk or perceived high risk for HIV infection.

The university will not require AIDS antibody tests as a condition of employment, use of any campus facility, attendance in class, participation in any campus activity or eligibility for university housing. Any student, faculty, staff or administrator with a transmissible disease, including those testing HIV-positive, has an obligation to protect the welfare of others and to attempt to prevent the spread of the infection.

Fitchburg State University reaffirms that medical information about students, faculty or staff is confidential and will not be divulged to any person without the consent of the individual concerned (except in the event of a medical emergency).

These policy guidelines are to be reviewed at least annually to ensure that they reflect the most current medical and legal information about the HIV virus and AIDS. Copies of current guidelines may be obtained from the Fitchburg State University HIV/AIDS Task Force or from the Health Services Office.

List of Offices

Academic Advising Center
Academic Affairs
Academic Success Center
Amelia V. Gallucci-Cirio Library
Bookstore
Campus Police
Career Services
Center for Italian Culture
Chartwells Food Service
Counseling Services
Disability Services
Expanding Horizons
Financial Aid
Graduate and Continuing Education
Housing and Residential Services
International Education
Mail Center
Math Center
Multicultural Student Services/ACCESS
Parking Services
Peer Assisted Student Support
Placement Test Center
Recreation Services
Registrar's Office
Student Accounts
Student and Academic Life
Student Conduct, Mediation, and Education
Student Development and Hammond Campus Center
Student Health Services
Technology Department
Tutor Center
Writing Center

Academic Advising Center

Hammond Campus Center, First Floor
(978) 665-3319, (978) 665-3321 www.fsc.edu/advisingctr
Donna Foley, Director

The Academic Advising Center specializes in assisting students who are pre-major (Focus on the Future), experiencing academic difficulty, needing help in interpreting specific academic regulations and seeking credit for life experience (LECAP). The center is administratively staffed to assist students in making the best possible use of their academic experience.

Academic Affairs

Sanders Administration Building
(978) 665-3185 www.fsc.edu/academics

Academic Affairs is responsible for the administration of all academic programs of the university. At Fitchburg State University, each curriculum, or course of study, has been conceived as a guide to help students develop the intellectual skills needed to analyze, interpret and learn from the accumulated knowledge of the past. The purpose of every curriculum is to assist students in recognizing the possibilities as well as the problems of their changing world, to instill within them a moral awareness of their responsibilities toward improving the quality of human life and to prepare them for careers, which will enrich their lives as they enrich the lives of others.

Academic Success Center

Hammond Campus Center, Third Floor www.fsc.edu/success

The Academic Success Center is a cross-divisional, collaborative group that provides services with the common goal of supporting students to attain their academic success. The center's approach is proactive while fostering the development of the whole person and reaching out to the entire Fitchburg State University community of students, faculty and staff. It is expected that the effective use of these services will increase Fitchburg State University student retention rates. The Academic Success Center is comprised of the following: Academic Advising Center, Multicultural Student Services Program, Career Services, Counseling Services, Disability Services, Expanding Horizons, International Education, Math Center, Peer Tutor Center, and Writing Center.

Amelia V. Gallucci-Cirio Library

Hammond Building
(978) 665-3196 www.fsc.edu/library
Robert Foley, Director

Regular Library Hours
Mon.-Thurs.: 8 a.m.-11pm Sat.: Noon-5pm
Fri.: 8 a.m.-5p.m. Sun.: 1-11pm

Be sure to check with the Library for special holiday and exam schedule hours.

Located in the Hammond Building, the Library is a comprehensive information center dedicated to enhancing the learning experience of all Fitchburg State University students. Services are provided by five librarians and they include reference desk coverage, library instruction, electronic reserves, interlibrary loans, a computerized catalog and access to RefWorks to assist with writing citations. All collections and services are available to Distributed Learning students and the library allows off-campus access to all databases. The Library is open 84 hours per week, seven days a week, and provides study tables and a study room, carrels and seating on four floors. It houses a collection of 220,000 print volumes which consists of books, reference materials and the 101,420 microfilm/fiche collection and access to 140 on-line databases via the Internet. Databases include e-books, e-journals, full-text journals, reference books, indexing & abstracting services.

The Center for Italian Culture can be found on the fourth floor.

Bookstore

Hammond Campus Center, Ground Floor
978-342-2229 fsc.bkstr.com
Martha Jordan, Store Manager

The Fitchburg State University Bookstore is your one stop destination for all of your campus needs. In addition to textbooks and course related materials, the bookstore carries a wide selection of dorm supplies, art supplies, paper and presentation materials, electronics, greeting cards, health and beauty supplies, gifts and accessories, reference and trade books and Microsoft software. The clothing department features the latest in campus attire to send you to class in style. For the nursing student, the bookstore is the place to purchase scrubs, nametags and many nursing supplies and reference materials. Diploma frames, university rings and graduation regalia are available for the graduating student.

Follett Higher Education Group operates the Fitchburg State University Bookstore; a family owned bookstore provider for more than 137 years. We buyback used textbooks everyday. Online shopping for texts and merchandise is available 24/7 at www.fsc.bkstr.com

Rent-AText!!! Coming in Fall 2010.

Campus Police

Russell Towers, Across from Holmes Dining Hall
(978) 665-3111 www.fsc.edu/campuspolice
James E. Hamel, Chief of Campus Police

Fitchburg State University, with its 5,500 plus members, is like a small town within the larger city of Fitchburg. Although many services and measures are devoted to the issues of safety and crime prevention, responsibility also lies with each member of the Fitchburg State University community. The Campus Police Department provides many services to promote campus-wide safety. Campus Police provides the campus community with assistance 24 hours a day, 365 days a year. The Campus Police offices are located in the bottom floor of Russell Towers across from Holmes Dining Commons. The department is responsible for enforcing all the laws in the Commonwealth of Massachusetts—criminal, non-criminal, and motor vehicle. Fitchburg State University Campus Police officers are also committed to community outreach programs directed towards the student body and employees.

Emergencies

Campus Police responds immediately to emergencies on campus, whether they are police, fire or medical. A state-of-the-art emergency phone system has been installed on the campus in strategic locations. Telephones marked by blue lights allow students to contact Campus Police directly and at any time.

Student Security Team

The Student Security Team provides additional security and safe personal escorts upon request to and from any point on campus and the immediate neighborhood. Personal escorts are provided by Officers any time outside of the Student Team's operating hours. All students, male and female, are strongly encouraged to use this service.

R.A.D.

Campus Police provides free self-defense training for all females of the Fitchburg State University community. RAD (Rape Aggressive Defense) is a nationally recognized program to provide women the knowledge and self-confidence to handle personal attacks.

Engraving

Campus Police offers an engraving program that enables students to register personal property. By engraving a student's driver's license number onto such items as bicycles, computers, stereos and televisions, the owner is able to recover stolen property, should the police locate it.

Other Assistance

Campus Police provides a variety of additional services. Tire compressors and snow shovels can be borrowed. Personal safety whistles, screech alarms, and 911 phones are also available. Stop by or call Campus Police anytime at (978) 665-3111. For more information, visit the Web site at *www.fsc.edu/campuspolice.*

Career Services

Hammond Campus Center, Second Floor
(978) 665-3151 careersvs@fsc.edu
Erin C. Kelleher, Director

Career Services is a department within the Division of Student and Academic Life. Its mission is to assist undergraduate and graduate students in understanding the relationship between academic, and career choices. The staff teaches students and alumni the skills that will enable them to make informed career decisions and successful transitions. More specifically, the office assists clients in developing, evaluating, and implementing career education and employment goals.

To this end, the Career Services Center provides a variety of programs and activities to assist students and alumni in planning for career choices during and after attendance at Fitchburg State University. The office provides all aspects of career guidance and counseling, as well as assisting students in the school to work, or undergraduate to graduate school transition. Career Services offers appropriate information for all stages of a student's career development.

The services provided include:

- Career counseling, graduate school advisement and career assessment/interest inventories, as well as group workshops and individual sessions on all aspects of how to conduct a successful job search, including career exploration, resume preparation, and interviewing skills
- An online job posting service on the Internet through University Central at *www.universitycentral.com/fitchburg*
- Coordination of annual off campus career fairs and the Universitys of Worcester Consortium Career Expo, held in Worcester

Services are accessible through the Career Services Center's Web site at *www.fsc.edu/careersvs*.

Career Library

The Career Library, housed within the Career Center, is an extensive collection of up-to-date career information in paper and electronic media. The library contains organizational directories, graduate school information, and current periodicals on occupational information. Students and alumni are welcome to access the computers, which have career-related software programs. Handouts are available on a variety of career exploration and job search topics.

Testing

Several national programs of standardized testing are administered through the center, including the Graduate Record Examination (GRE) Subject Test, DANTES Subject Standardized Test (DSST), and the Miller Analogies Test (MAT). Information and registration bulletins are also available for the Graduate Record Examination (GRE) General Battery, The Graduate Management Admissions Test (GMAT), the Law School Admission Test (LSAT), the Medical University Admission Test (MCAT) and the University Level Examination Program (CLEP).

The center's hours are 8 a.m. to 5 p.m., Monday through Friday and evenings by appointment. Students may drop in during these hours to use the resources, to make an appointment for career counseling or other services. With the exception of the standardized testing, all of the services are free.

Center for Italian Culture

Located on the 4th floor of the Amelia Gallucci-Cirio Library, the Center's mission is to encourage the understanding and appreciation of all aspects of Italian language and culture, including ancient and contemporary studies, and the Italian experience in the New World. The Center assists in sponsoring the Fitchburg State University Cultural Series, scholarships, and various Italian language and culture initiatives.

Chartwells Food Service

Holmes Dining Hall dineoncampus.com/fsc
(978) 665-3663 pbowers@fsc.edu
Philip Bowers, Director

The food service at Fitchburg State University is provided by Chartwells, a division of Compass Group.

Meal Plans

Students living in Aubuchon Hall, Herlihy Hall, Mara Village and Russell Towers are required to purchase one of the following:

- Freedom Plan (new for 2008/09)..... $1,350
  Any combination of meals offering unlimited visits to Holmes Dining Commons. come and go as often as you like and enjoy all our offerings as much as you like. Plus: $125 Falcon Dollars on your Once Card and up to 10 guest meals per semester.

  Falcon Dollars can be used anytime in our Campus Center commuter Cafe located in the lower level of the Hammond Building - including Burger King, Edy's Ice Cream and smoothies, Mamma Leone's, Au bon Pain soups, Outtakes grab and go items, Sandwich Central and Seattle's Best Gourmet Coffee. Falcon dollars can also be used at out coffee cart located at the McKay School campus.
- 15 meals per week..... $1,300
  Any 15 meals per week offering the same menu choices as the Freedom Plan in Holmes Dining Commons. Includes: $100 Falcon Dollars on your OneCard and up to five guest meals per semester.
- 10 meals per week..... $1,200
  Any 10 meals per week offering the same menu choices as the higher plans in Holmes Dining Commons. Includes: $75 Falcon Dollars on your OneCard.

  Students living in the Townhouses, Cedar Street and North Street apartments are not required to purchase a meal plan; however, many resident students purchase one of the above meals plans or:
- The Five..... $675
  Any 5 meals for breakfast, lunch, dinner or brunch in Holmes Dining Commons. Includes $50 Falcon Dollars! This meal plan option is only available to residents of the Townhouses, Cedar Street or North Street apartments.

Hours

Holmes Dining Commons is open as follows and is subject to change:

Full Breakfast

Served Monday through Friday from 7:15 a.m.–10 a.m.

Continental Breakfast

Served Monday through Friday from 10 a.m. to 10:30 a.m.

Lunch

Full lunch is available Monday through Friday from 11:15 a.m. to 1:30 p.m.

Lite lunch and cook to order is available Monday through Friday from 1:30 p.m. to 4 p.m.

*Brunch

Served Saturday and Sunday from 11 a.m. to 1 p.m.

Dinner

Served Monday through Thursday from 4 p.m. to 7 p.m., and on Friday, Saturday and Sunday from 4 p.m. to 6:30 p.m.

*When classes are canceled or when a scheduled holiday occurs, the Holmes Dining Commons operates on a brunch/dinner schedule.

Illness

Students who are ill and are unable to attend meals at Holmes Dining Commons may request a take out meal. In order to obtain a take out meal, students should have their resident assistant sign a take out slip. Friends may pick up the sick student's meal at Holmes Dining Commons by presenting the take out slip and the sick student's OneCard to the Chartwells manager on duty at that meal.

Special Dietary Needs

Students in need of a special diet must submit a letter from their physician detailing the issues and required dietary needs to the Chartwells director. Once the physician's letter has been submitted, the student should make an appointment with the Chartwells director to review the student's special food service needs.

Food Use

All food served in Holmes Dining Commons must be consumed or disposed of in Holmes to prevent food spoilage, reduce the possibility of food borne illness and to control the cost of meal plans. Students may, however, take out one piece of fruit, an ice cream cone or a cookie or participate in the Bag It program.

Bag It

Students on the Freedom, Fifteen or Ten meal plan with a class or work conflict may obtain a "Bag It" meal to go by filling out a request at least 24 hours in advance. A copy of the student's class schedule or work schedule form their employer must accompany the initial request at the beginning of every semester. These forms are available at the check-in desk at Holmes Dining Commons.

Meal Cards

The meal plan is a non-transferable contract between each individual student and Fitchburg State University; therefore, students may not share or let others use their OneCard. Students must show their OneCards to access food service. Students without their OneCard will not be allowed to use their meal plan unless a replacement OneCard is obtained. Lost or stolen meal cards must be replaced at the OneCard Office and cost $25.

Food Service Committee

The Food Service Advisory Committee is comprised of students and staff interested in expressing their thoughts, concerns and suggestions about the food service. The committee is dedicated to open communication between the students and the Chartwells staff. Anyone wishing to participate should contact the Director of Dining Service or visit our website for details regarding meeting times and location.

www.dineoncampus.com/fsc

We hope our website provides you with what you are looking for. From our daily specials, monthly events, to a variety o menu options for you to choose from every day. Visit www.dineoncampus.com/fsc to check out our daily menus, contact information, dining locations and much more.

Snow Days

In case of a snow day when classes are canceled, the Commuter Café will be closed. Holmes Dining Commons will operate on a weekend schedule (brunch 11 a.m. to 1 p.m. and dinner 4 p.m. to 6:30 p.m.). On delayed opening days and snow days, continental breakfast will be available beginning at 8 a.m.

Counseling Services

Hammond Campus Center, Third Floor, Room 325
(978) 665-3152 www.fsc.edu/counseling/
Robert Hynes, Ph.D., Director

The Counseling Services Office offers confidential short-term counseling to all students at no charge. Clinicians are available for individual, group and couples counseling, crisis intervention, educational programming, outreach workshops, and community referrals. The office maintains a website with substantial information pertaining to wellness and mental health. Counseling Services also provides consultation to faculty and staff of Fitchburg State University.

Clinicians are consulted for a number of reasons, including:

- Coping with loss
- Roommate conflicts
- Relationship concerns
- Alcohol/drug abuse
- Loneliness/homesickness
- Academic concerns
- Feelings of depression or anxiety
- Stress
- Sexual abuse
- Eating concerns
- Family problems
- Self-esteem problems
- Sexuality issues

Campus Resources and Services

Counseling Services offers a variety of outreach programs to educate students in the areas of sexual assault and violence prevention, body image, stress and anger management, eating disorders, and depression. The Counseling Services Office is open 8:30 a.m. to 5 p.m., Monday through Friday. Appointments can be made in person or over the telephone at (978) 665-3152. Students may also see a clinician without an appointment during the daily walk-in time, which is from 2 p.m. to 3 p.m. daily. However, it is recommended that students schedule appointments in advance when possible. Counseling Services provides 24-hour emergency response to the university during the regular academic year. The counselor on call may be reached by contacting the Campus Police Department (978) 665-3111, or by contacting Campus Living staff.

Disability Services

Hammond Campus Center, Third Floor
(978) 665-4020 www.fsc.edu/disability
Julie Maki, Coordinator

Fitchburg State University encourages students with disabilities to participate fully in all academic programs and student activities. Disability Services is the primary support system for students with disabilities enrolled in the day or evening divisions.

The objective of Disability Services is to promote independence, build skills and facilitate achievement of educational goals for individuals with disabilities. A number of services are available through the office. Some examples of services and academic accommodations are:

- Adaptive software and computer equipment
- Testing accommodations (such as out of classroom testing, extended time testing)
- Alternate format materials (such as Braille or electronic text)
- Assistive listening devices
- Sign language interpreters
- Reduced course load
- Skill building workshops and coaching

To be eligible for academic accommodations, students must request services themselves and must provide appropriate documentation to support the need for such services. Requests for accommodations must be made in a timely manner and must be reasonable, given the nature of the disability.

Requesting Academic and Environmental Accommodations

To obtain academic and/or environmental accommodations, please do the following:

Step 1 Students must obtain up-to-date copies of their medical documentation and complete the Office of Disability Services forms. Once students have obtained copies of their disability documentation from their high school (or from medical providers who are most familiar with the needs and disability), they must complete and sign the Statement of Learning Needs and Release of Information forms (available online and by request). Documentation must clearly state the student's diagnosis, describe the symptoms that impact their ability to function in the academic environment and provide specific recommendations for accommodations. All documentation received by the university is strictly confidential and is held in accordance with the Family Educational Rights and Privacy Act (FERPA) and related regulations.

Step 2 Students must meet with the Disability Services coordinator and make a plan. Students must bring forms, along with copies of their medical documentation, to Disability Services for processing. Based on information provided by the student, in combination with information from their medical documentation, the office will draft an Accommodation Agreement (ADA/504 Plan) that outlines what specific accommodations the student is eligible for. Students can then present the plan to their course instructors each semester to advise them of their needs.

Please be aware that some accommodations may take up to 12 weeks to obtain, so students are strongly advised to meet with the coordinator and establish eligibility well before the semester begins. Questions about disability documentation guidelines or this process can be addressed via phone or e-mail. Mass Relay dial 711.

Adaptive Computing Lab and Testing Center

The Adaptive Computing Lab is available to provide students with alternate access to technology. The lab is housed on the third floor of the Hammond Building and has a variety of technology resources that are available for student, staff and faculty use. These resources include:

Software and equipment

- Text to speech software (screen readers)
- Screen magnification software
- CCTV (for magnification of text)
- Organizational software
- Voice recognition software
- Alternate input devices
- Adapted keyboards
- Ergonomic workstations

Services

- Proctoring of alternate format exams
- Conversion of print materials (such as text to Braille, electronic text or large print)
- Faculty support with creating accessible curriculum (lecture, media and online materials)
- Faculty and staff development workshops on adaptive technologies and universal design
- Faculty and staff development workshops on ergonomics and healthy computing

For specific information about lab resources and hours, or to arrange a workshop, please contact Disability Services directly.

Expanding Horizons

Hammond Campus Center, Third Floor
(978)-665-3064 www.fsc.edu/ehp
Monday through Friday; 8:00 a.m. to 5:00 p.m.
Crystal Joseph, Director

Expanding Horizons is a federally-funded TRIO Student Support Services Program designed to promote the academic success of Fitchburg State University students who are from families where neither parent has earned a baccalaureate degree, who are from low-income backgrounds, and / or are students with disabilities. The Expanding Horizons Program (EHP) employs a holistic philosophy when working with students and endeavors to create a smaller learning community within the larger campus environment. The Expanding Horizons professional staff works with students to facilitate the adjustment to university and to enhance their ability to attain their fullest academic potential and propensity for personal growth. Expanding Horizons offers the following programs and services:

- Pre-semester orientation for eligible freshmen and transfer students
- Support of Peer Mentors
- Academic counseling, including study skills, test-taking and time management skills training
- Pre-advising for course selection
- Career counseling, including cover letter and resume preparation
- Personal problem solving
- Mid-semester progress reports from faculty
- Professional writing tutoring
- Informational seminars
- Social and cultural activities and events
- Use of EHP office and computer lab
- Laptop loan program
- Financial aid advising and financial counseling

Financial Aid

Anthony Building
(978) 665-3156 www.fsc.edu/finaid
Pamela McCafferty, Dean of Enrollment Services

Eligibility

Eligibility for financial aid is determined by computing the difference between a family's available resources for university and the total cost of attendance at Fitchburg State University. A family's available resources are determined by an analysis of the information that is submitted by the student on the Free Application for Federal Student Aid (FAFSA). This analysis considers such factors as income, assets, household size, and number in university. The result of this analysis is an Expected Family Contribution, or EFC.

Cost of attendance is based on a student's housing and enrollment status, and contains the following expenses: tuition, fees, room, board and estimated costs for books, supplies, transportation, personal expenses and loan fees. The difference between a student's cost of attendance and their EFC represents a student's financial aid eligibility.

In order to qualify for financial aid, a students must also meet the following criteria: enroll at least half-time in a degree program at Fitchburg State University, be a U.S. citizen or eligible non-citizen, not be in default on a student loan, be registered with Selective Service (if male and 18 years of age or older) and maintain satisfactory academic progress.

Changes in Eligibility

Students must continue to meet all eligibility criteria in order to qualify for financial aid. If at any time a student ceases to be eligible, their financial aid will be canceled. Changes in enrollment, housing, or residency status may affect a student's eligibility for financial aid and should be reported to the Financial Aid Office.

Satisfactory Academic Progress

All financial aid recipients are required by federal and institutional policy to be maintaining satisfactory academic progress (SAP). Students are expected to be making measurable progress towards the completion of their degrees and to be maintaining an appropriate cumulative grade point average. SAP standards apply to all students of Fitchburg State University: full-time, part-time, undergraduate, and graduate.

Federal regulations require that SAP standards measure a student's academic progress in both qualitative as well as quantitative terms.

Qualitatively, students must meet the following standards:

- Students with 0-29 attempted credits must maintain a minimum 1.6 cumulative grade point average.
- Students with 30-59 attempted credits must maintain a minimum 1.8 cumulative grade point average.
- Students with 60 or more attempted credits must maintain a 2.0 cumulative grade point average.

Quantitatively, full-time undergraduate students must successfully complete 20 credits during each academic year. Part-time students must successfully complete 67% of the number of credits attempted for each semester. Students that attempt more than 150% of the credits required for their degree are not eligible for financial aid.

Students are solely responsible for maintaining their academic standing. Students who have not done so will be notified of their ineligibility for financial aid by the Financial Aid Office. Special circumstances may be heard by the dean of student and academic life. Students who have been denied financial aid due to unsatisfactory academic progress may regain eligibility the semester after attaining SAP.

Graduation Rates

Information regarding graduation and dropout rates can be found in the Office of Institutional Research.

Applying for Financial Aid

Financial aid is awarded from three major sources: federal, state and institutional funds. A student's financial aid award is made up of one or several of these sources depending on the student's calculated financial need.

Grants and scholarships are considered gift aid and do not need to be repaid. Student loans are long-term, low interest loans that come due once a student graduates, ceases to be enrolled, or drops below half-time status.

Work programs are designed to supplement a student's financial aid package, allowing the student to earn money while attending Fitchburg State University. A work-study award cannot be used as credit toward a student's bill. Other aid, scholarships and grants received from outside sources must be reported to the Treasurer's Office. The Financial Aid Office may be required to adjust a student's financial aid package in order to prevent or correct an over award. A financial aid package can never exceed the cost of attendance, nor can a student's need-based aid exceed the calculated financial need.

Withdrawals

Students who withdraw from Fitchburg State University prior to the completion of the semester will have their financial aid adjusted according to federal and institutional policies.

Return of Title IV Funds

Refund policy for students who receive federal financial aid.

Applicability

This refund policy applies to full-time and part-time students enrolled at Fitchburg State University who are receiving federal Title IV financial aid and withdraw from all classes. This policy is mandated by federal regulation. This policy deals only with the percentage of aid that is earned by a student. Charges incurred by a student who withdraws from the university are determined in accordance with the Institutional Refund Policy.

Withdrawal Requirements

All matriculated undergraduate day students that wish to withdraw from the university must do so by contacting the Office of Student and Academic Life. The official date of withdrawal for this policy is the date that the student begins the official withdrawal process or the date that the student officially notifies the university of his or her intent to withdraw.

Refund Policy

Refund of federal Title IV financial aid will be based on the date a student completely withdraws from the university as described above. During the first 60% of the semester, a student earns Title IV funds in direct proportion to the length of time that they

remained enrolled. A student who remains enrolled beyond the 60% point earns all aid for the semester.

The percentage of the semester that a student remains enrolled is derived by dividing the number of days that a student remains in attendance by the number of days in a semester. Calendar days are used, but breaks of at least five consecutive days are excluded from both the numerator and denominator.

Unearned federal Title IV aid other than federal work study must be repaid by the student in the following order:

- Federal unsubsidized direct loan
- Federal subsidized direct loan
- Federal Perkins Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Academic Competitiveness Grant (ACG)
- Federal National SMART Grant
- Federal SEOG
- Other Title IV financial aid

Students must repay 100% of unearned loans according to the terms of their promissory note, and 50% of unearned grants must be repaid within 30 days of withdrawal from the university.

An example of the Return of Title IV Funds Policy is available in the Financial Aid Office.

It is very possible that a student who receives federal financial aid and withdraws from the university will owe a balance to the Fitchburg State University Student Accounts Office and may be required to repay funds to the U.S. Department of Education. Students considering withdrawal from Fitchburg State University are advised to contact the Financial Aid Office.

Graduate and Continuing Education

Sanders Administration Building, Room #101
(978) 665-3182 www.fsc.edu/gce
Catherine Canney, Dean, Graduate and Continuing Education

Hours
Mon.–Fri. 8 a.m. to 6:30 p.m.

Graduate and Continuing Education (GCE) provides quality graduate, undergraduate and professional programs and courses, plus lifelong learning and distance learning opportunities. Courses are offered during the fall and spring semesters, as well as winter and summer sessions. In collaboration with faculty, departments and other constituents, Graduate and Continuing Education works to ensure excellence in the curriculum and in the teaching/learning process. GCE is committed to providing an accessible and affordable education of exceptional quality.

Housing and Residential Services

Aubuchon Hall www.fsc.edu/campusliving
(978) 665-3219 housing@fsc.edu
AnnMarie Caprio Dunton, Director

Hours
Mon.–Fri. 8 a.m. to 5 p.m

The Housing and Residential Services program at Fitchburg State University is one of the finest in Massachusetts and offers a variety of services and programs to assist students with their educational, personal and developmental needs.

Five campus residence hall areas and an apartment complex provide housing for more than 1,500 residents. All residence halls are conveniently located within easy walking distance of classrooms, offices and other centers of campus activity.

Staff

All residence halls are staffed by resident assistants (RAs) and building directors. These staff members serve as advisors, programmers, building managers and resource/referral aides. RAs are generally upperclass students who have been trained in such areas as peer counseling and referral, crisis intervention, celebration of diversity, community development, programming and current social issues. Their primary responsibilities are to assist residents in getting the most out of their residence hall experience through maintaining an environment conducive to academic pursuits by providing educational and social programs. They also assist residents in adapting to a group living situation. The RAs are supervised by building directors, who are full time professional staff members and/or graduate students and are responsible for the overall functioning of the Housing and Residential Services program in each residence hall.

Developmental Activities

The programming efforts of the residence hall staff are based on a community development model. The concept allows students to participate in social and educational activities, while connecting them as community members. Educational programs focus on social, academic, multicultural, and career development.

Maintenance

A team of maintenance staff workers are employed by Housing and Residential Services in order to maintain the residence halls in the best possible condition within the given resources. To ensure a pleasant environment, students should treat the buildings and their room with respect.

Each building is assigned a maintainer in order to help clean the building. These individuals are highly visible as they spend the bulk of their workday in the living environment of the halls. They provide much more than cleaning services and can be a great source of support. The trades staff is responsible for all maintenance, such as repairing the heating and cooling systems, changing light bulbs and unstopping clogged drains.

Students who need to request maintenance service in their room or a common area can call the Work Request Line at extension 4014 or can send an e-mail to *housework@fsc.edu*. In an emergency, students should contact a member of their building staff or the Office of Housing and Residential Services during weekdays. Emergencies that occur during evenings, weekends or holidays should be reported to the RA on duty or Campus Police at extension 3111.

Safety & Security

Housing and Residential Services strives to maintain a safe and secure environment; however, much of the responsibility belongs to the students who live in and visit the residence halls. Safety and security programs are often held in the residence halls. Housing and Residential Services conducts health and safety inspections each semester. The purpose of these inspections is to ensure that students maintain their living areas in both a healthy and safe manner.

Fire Drill Procedures

Cooperation in following the procedures listed below may be important in saving lives if a fire or similar disaster should occur. It is the responsibility of every resident to be familiar with these procedures and observe them if an alarm sounds:

- Leave lights on
- Wear a coat and shoes
- Close windows
- Close and lock room door
- Proceed to the designated exit point
- Students not in their own rooms should follow the exit procedures for the area they are in
- Assemble outside in the place assigned to the area

Students who fail to vacate the building during a fire alarm are subject to disciplinary action.

Fire Safety Equipment

Fire alarm systems and fire safety equipment are provided for the protection of the residents. The fire extinguishers, smoke detectors, fire alarm horns, pull stations, and emergency exit signs are critical safety equipment. Tampering with fire safety equipment can result in criminal prosecution, disciplinary action and/or housing occupancy agreement termination. Where fire sprinklers exist all sprinkler heads must remain free of obstructions to allow it to operate properly. Nothing may be attached or placed against any part of the sprinkler system. This includes piping.

All fire alarm systems are connected directly to the Fitchburg Fire Department for immediate reporting.

Fitchburg State University residence halls are required to hold a fire drill each semester and all occupants of the building are required to participate. Failure to participate can result in disciplinary action.

Public Area Damages

At the start of the year, the physical condition of the public areas (hallways, bathrooms, carpet, lounges, etc.) of each floor will be recorded by residence hall staff. Because the university recognizes the importance of the development of the community in each living unit and each resident's responsibility for that community, any damages to the public areas for which the responsible individuals cannot be determined will be assessed equally among all members of that community. The process of community assessment is the final option should all attempts by the community to identify the responsible persons be unsuccessful. Once assessed, the members of the community must make payment to Housing and Residential Services within 10 days. After 10 days, a $10 late fee will be assessed to the student's account.

Keys/Card Access

Students will be issued either keys or card access, depending upon the building to which they are assigned, for their living area upon arrival to campus during the check-in process. Keys must be returned during the check-out process upon departure. Students are responsible for the security of keys/access cards issued to them. No key/Fitchburg State OneCard may be duplicated, sold, passed on to others or used for any illegal or prohibited purpose. Students found to be violating key/card access security will be subject to disciplinary action.

Residents should immediately report the loss of an assigned key to their building director and expect to be billed for any associated cost pertinent to the replacement. The student may be issued a temporary key. For the safety and security of the student and their roommate, your lock will be changed if the student does not return the temporary key within three (3) days. Once a work request has been filed to change the key, the student will be assessed for all related charges. Residents should immediately report the loss of a OneCard to the OneCard Office (or Campus Police during nights/weekends/holidays) to prevent the card from being misused. There is a charge of $25 for replacement cards, and the lost card will be deactivated and no longer considered valid.

For Further Information

For further information regarding these or other Housing and Residential Services policies and procedures, please refer to the Housing Handbook, the Housing Occupancy Agreement, the Student Conduct Handbook, or the Fitchburg State University Student Handbook. Any questions regarding this information should be directed to Housing and Residential Services at (978) 665-3219.

International Education

Hammond Building, Third Floor
(978) 665-3089 www.fsc.edu/intled

The Office for International Education provides a number of services including:

Study Abroad Opportunities

Fitchburg State University students have the valuable opportunity to study in another country through three types of programs:

- Short-term programs led by Fitchburg State faculty members for groups of Fitchburg State students
- Direct enrollment at a foreign university with whom Fitchburg State University has an exchange agreement
- Summer, semester, or year-long individual programs designed by private study abroad companies

Through these three types of programs, Fitchburg State offers the opportunity to study in hundreds of locations throughout the world, including programs designed for specific majors. Scholarship support is available for some programs through affiliation agreements, private philanthropic organizations, or federally-funded scholarship programs.

Support for International Students

Fitchburg State University hosts students from over a dozen different countries in various degree programs. The Office of International Education advises international students on immigration matters, employment questions, and issues of cultural adjustment, through a special orientation program, briefings, and individual advising.

Global Responsibility

Several campus-wide events are offered throughout the academic year to promote cross-cultural awareness on campus. Through the discussion of international topics with experts on international issues, students will learn about the challenges and responsibilities for becoming global citizens.

Mail Center

Mara Commons Building, First Floor
(978) 665-3204 www.fsc.edu/mailcenter
Heather Roger, Supervisor

All Fitchburg State University on-campus resident students receive a mailbox assignment at the Student Mail Center each September. Commuters may request a campus mailbox, assigned on a first come first served basis, due to the limited number of boxes available. Students may receive mail and packages at Fitchburg State University in care of the following address:

Name of Student
Fitchburg State University
Campus Post Office Box #_____
251 North Street
Fitchburg, MA 01420-3379

Letters and packages can be mailed here. Please check your mailbox regularly. A photo ID is required for combinations.

All packages will be handed out through the Student Mail Center. You may use your Fitchburg State University OneCard ID for postage if you have a balance of Fitchburg Gold.

Math Center

Hammond Building, Third Floor, Room 309
(978) 665-3499 www.fsc.edu/tutoring/mathctr
Thomas Rousseau, Assistant Dean of Academic Support Services

Hours

Monday & Tuesday from 11:00AM to 9:00PM
Wednesday & Thursday from 11:00AM to 7:30PM.
Friday from 11:00 AM to 3:00 PM

The Math Center offers peer tutors who specialize in one-on-one tutoring on a walk-in basis. Tutoring is available for Applied Statistics, Basic Math I & II, Calculus I,II, II, IV, Finite, Functions, Informal Geometry, Informal Math Modeling, Informal Number Theory, Linear Algebra, Math Thought, Pre-Calculus, and Probability and Statistics.

Peer tutors focus on effective learning strategies that develop students understanding and skill. A listing of the tutors' subject specialties, as well as their hours, is posted at the Math Center and on the web site.

Algebra Placement test preparation services include: diagnostic assessment, individualized learning plans, online resources, small group Seminars and tutoring.

MTEL General Curriculum Mathematics subtest preparation services include: diagnostic assessment, individualized learning plans, small group Seminars and tutoring.

Multicultural Student Services and ACCESS Program

Hammond Building, Third Floor, Room 320
(978) 665-3399 www.fsc.edu/mssacess
Jamie Cochran, Director

Hours

Mon.-Fri.: 8:30 a.m.–5 p.m.

Multicultural Student Services

Multicultural Student Services and the ACCESS Program staff and students develop a supportive community of learners where students feel comfortable, respected, appreciated and challenged to be academic high achievers.

Multicultural Student Services provides a variety of support services for students. Services include individualized academic assessment; academic, career and personal goal setting assistance; mid-semester progress reports; personal problem solving, academic pre-advising, study and learning strategies instruction; ongoing support; and referral to other support services that assist students to achieve their semester goals. Students enrolled in the program are expected to utilize the program services at least three times each semester.

In addition, Multicultural Student Services assists in promoting a university-wide program of multicultural educational activities designed to contribute to a positive campus culture of appreciation and respect for differences. Staff partner with faculty, student organizations and the Student Development Office to assist in planning and implementing special multicultural awareness events such as Black Heritage Month, Latino Awareness Month and the Martin Luther King Jr. Day celebration; guest speakers, seminars and cultural and social events throughout the year. The Academic Achievement Awards Banquet is sponsored each February to recognize student achievement.

Multicultural Student Services supports and encourages students to develop leadership skills through participation in student organizations, including the Black Student Union and the Latin American Student Organization.

ACCESS Program

Students eligible for the ACCESS Program must be Massachusetts residents and must meet at least one of the following criteria: attended an urban high school; participated in a support program such as Upward Bound, Gear Up, METCO or Urban Scholars; receive public assistance; live in public housing; or be a member of an underrepresented minority group. ACCESS Program students are eligible for services such as increased peer tutoring hours, individual math tutoring, specialized workshops, career and graduate school exploration activities, cultural and recreational activities, a laptop computer loan program and financial aid awareness. Students enrolled in the program are expected to utilize the program services at least three times each semester.

Parking Services

Enforcement

Campus Police
32 Clinton Street
(978) 665-3111

Permit Sales/Citation Payments

Housing and Residential Services www.fsc.edu/parking
Aubuchon Hall, North side entrance
(978) 665-3219

Campus Police and Housing and Residential Services jointly operate parking services functions for Fitchburg State University. The Parking Committee reviews policy and planning related to parking functions for the university, and includes student, faculty and staff representatives. Parking lot maps and the current parking rules and regulations guide are also available at both offices. The university is not responsible for any loss or damage to vehicles while parking in lots on the main campus or at the Civic Center.

Parking Permits

Students who operate a motor vehicle on the property of Fitchburg State University must obtain a parking permit in order to use university regulated parking facilities. Permits are available at the Housing and Residential Services office Monday through Friday, 8 a.m. to 5 p.m. The individual's status with the university determines the type of permit assigned. Resident students with less than 24 earned credit hours are not eligible to purchase a resident parking permit, but may park at the Wallace Civic Center without a permit. To obtain a permit, the individual must present a valid Fitchburg State University OneCard. Commuter and resident students are required to pay the permit fee before a permit is issued. Permit fees must be paid in full and are non-refundable. Permits must be properly displayed before the permit is considered valid. No vehicle may display more than one current permit. Vehicles doing so are subject to violation fines. Parking lot maps and the current parking rules and regulations guide are also available.

Shuttle Bus Parking

Fitchburg State University has a limited number of parking spaces on the main campus, and for this reason the university offers additional parking at the Fitchburg State University Wallace Civic Center serviced with shuttle bus transportation. This parking is available 24 hours a day, with shuttle bus service running between the hours of 7 a.m. to midnight Monday through Thursday, 7 a.m. to 6:30 p.m. on Friday, and 4:30 p.m. to midnight on Sundays. The shuttle service is free of charge and no permit is required to park at the Civic Center lot.

Citation Payments

The Campus Police Department is authorized to enforce parking policies and to have the ability to issue citations and/or order towing of vehicles found in violation of parking policies. All citation fines are payable to Fitchburg State University within 21 days after the date of violation. Payment may be made by mail, in person, or by an authorized person. Payments may be made at the Housing and Residential Services Office Monday through Friday, 8 a.m. to 5 p.m., or by mailing a check or money order to: Fitchburg State University, Parking Services, 160 Pearl St., Fitchburg, MA 01420.

Peer Assisted Student Support (PASS)

Hammond Building, Third Floor
(978) 665-3499 www.fsc.edu/pass
Thomas Rousseau, Assistant Dean, Academic Support Services

PASS is a program designed to help all pre-majors, first-year commuter students and transfer students with their academic and social transitions to Fitchburg State University. Eligible students are paired with Peer Guides. Peer Guides are upperclass students of the same gender with similar academic and social interests, who are available to answer questions and relate to concerns about university life.

Peer Guides are campus leaders who may also work as tutors and orientation staff. They have at least a 2.75 GPA, and are well trained for their role by Tutor Center staff.

Your relationship with a Peer Guide will help you to:

- Address concerns about university adjustment
- Connect with other students who have similar interests
- Achieve academically
- Learn more about your major, required courses and career options
- Access specific career exploration activities
- Participate in a variety of cultural, social, academic and athletic events, clubs and organizations

Placement Test Center

Hammond Building, Third Floor
(978) 665-3499 www.fsc.edu/placementtest
Thomas Rousseau, Assistant Dean, Academic Support Services

Hours
Mon.-Fri.: 8 a.m.- 5 p.m.

Placement testing is administered at McKay Campus School Room B-142 (enter by the "c" wing McKay entrance). Placement testing is required for all new students entering university in accordance with Massachusetts Board of Higher Education Policy. Students can re-take a test two additional times during their first two semesters. Students preparing for the algebra placement test are encouraged to utilize the Math Center tutors. Further information on placement test dates, reservations, and preparing for the tests can be found at the Placement Test Center Web site.

Recreation Services

130 North Street (978) 665-3677
Brad Cohrs, Associate Director

Academic Year Hours of Operation
Mon.-Thurs.: 6:30 a.m.-11 p.m. Sat.: 12 p.m. - 5 p.m.
Fri.: 6:30 a.m.-9 p.m. Sun.: 3 p.m. -10 p.m.
For pool hours, contact extension 3683. Hours may change for holidays and special events.

The Recreation Center is the hub for recreational activities at the university. Students frequently take advantage of what the Recreation Center has to offer, including a large gymnasium with three basketball/volleyball courts, a modern fitness center with cardio and weight equipment, a jogging track, swimming pool, dance studio and racquetball courts. Also, you'll be able to check out a wide variety of equipment by simply showing your OneCard at the front desk.

Intramural / Recreational Sports

For those students that prefer a more structured program, the intramural program offers an opportunity for all students to participate in a wide variety of sporting activities. The intramural sports program includes: basketball, flag football, soccer, volleyball, softball, ultimate Frisbee, table tennis and many others. Students can sign up online through HYPERLINK "http://www.fscfalcons.com/recservices/imsports" www.fscfalcons.com/recservices/imsports. Every year students compete for the Falcon Cup, a year-long contest with accumulated points for each activity in sportsmanship, participation rates and performance in each sport/activity.

Fitness Programming

Throughout the year a number of group exercise classes are held as well. The individual classes change from year to year, but may include favorites like: boot camp, zumba, spin, water aerobics, yoga or pilates. These classes are held throughout the week with no charge for students.

General Policies and Procedures for the Recreation Center

- All students are required to bring their Fitchburg State University OneCard each time they visit the center.
- All students are required to use athletic footwear when exercising recreationally, or when attending practices or classes.
- Students are permitted to bring an unlimited number of guests at a cost of $5 per visit (all guests must be 18, bring clean footwear, and sign a release agreement).
- Lockers are available for daily use free of charge or students may choose to rent a locker for $10 per semester.
- Food and gum are not permitted in activity areas.

Registrar's Office

Sanders Administration Building (Relocating to Anthony Fall 2010)
(978) 665-4196 www.fsc.edu/registrar
Linda Dupell, Registrar

Hours of Operation
Mon.–Thurs.: 8 a.m.–6:30 p.m.
Fri.: 8 a.m.–5 p.m.

As a member of the Enrollment Management team, the Registrar's Office is responsible for maintaining the accuracy and integrity of all student academic records, for both graduate and undergraduate students, including, but not limited to, registration, transcripts, enrollment statistics and verifications, major/minor changes, veteran status and support, degree evaluations, transfer course equivalencies and clearing students for graduation and awarding degrees.

Student and Academic Life

Hammond Campus Center, Main Floor
(978) 665-3130 www.fsc.edu/studentaff
Dr. Stanley Bucholc, Dean of Student and Academic Life

The Student and Academic Life Office works to provide an optimal campus environment to enhance students' ability to learn both in and out of the classroom. An active partner in the Fitchburg State University education process, the office supports a campus community dedicated to learning, cooperation and the development of personal skills, goals and ethical standards of behavior. The Student and Academic Life Office coordinates the following programs and services:

Emergency Student Loans

Students may apply for emergency student loans for non-university, unanticipated expenses. The interest-free loans are available for up to $100 and must be repaid within two months. All requests are reviewed on an individual basis.

Withdrawing from Fitchburg State University

Students wishing to take a leave of absence or withdraw from the university should begin the process at the Academic Affairs Office. Students will meet with Academic Affairs staff to discuss options for returning and to complete necessary paperwork. Refer to the Withdrawal from the University section of the Student Handbook or the Fitchburg State University Catalog.

New Student and Family Orientation Programs

The orientation program at Fitchburg State University is designed to assist students in making the transition to university. The orientation program addresses new students' needs from a holistic point of view, taking into consideration the intellectual, emotional, physical, social and spiritual dimensions of the student. The program is divided into two parts. The summer program focuses on testing, academic advising and registration for classes. The fall program consists of a variety of programs and activities designed to make students aware of the broad range of services available to them, introduce them to campus life and help them develop a feeling and identity with Fitchburg State University.

Complementing the orientation program for students is the family orientation program geared to providing family members of students with valuable information about the university, as well as tips for easing students' and parents' transition to Fitchburg State University.

Student Discipline System

The Student Discipline System is coordinated by the Student and Academic Life Office. Described in detail in the Student Handbook, the Student Discipline System supports a university community of respect for the rights of others and a healthy living and learning environment for all students.

Student Academic Standing

At the end of each term, the office coordinates the listing and notification of students named to the President's List and Dean's List. The office also coordinates the review, listing and notification of students placed on probation, suspension or dismissal based on academic performance. Appeals regarding academic standing are addressed to the dean.

Academic Policy Waiver Requests

Requests or appeals of academic policies identified in the university catalog and issues or concerns related to classes or department policies are addressed by the Office of Student and Academic Life.

Satisfactory Academic Progress (SAP) Requests

Each year, the financial aid office reviews credit and grade point average compliance relative to financial aid regulations. Letters are forwarded to students who are not in compliance with current regulations. Financial aid compliance SAP waiver requests are reviewed by the dean.

Student Accounts

Anthony Building
(978) 665-4126 www.fsc.edu/treasurer/studentaccts
Summer Shook, Student Accounts Manager

Bill Payment

Itemized tuition bills for the fall semester are mailed to all registered students in early July and are due in early August. Spring semester bills are mailed to all registered students in early December and are due in early January. Actual financial aid awards (grants, loans and scholarships) may be used as credit toward a student's bill. All bills may be paid with cashier's check, money orders, bank checks, traveler's checks, personal checks, American Express, Discover, MasterCard or Visa. Cash will be accepted in person. Any personal checks not honored by a student's bank will be charged a $30 returned check fee and a $50 late payment fee. Funds received for educational purposes will be applied on the basis of first funds received and will be the first funds applied to the bill. Delinquent financial obligations may be placed with a collection agency and/or State Intercept, and all additional costs associated will be assessed to the student account and become an additional obligation. The collection company may report delinquent accounts to a credit bureau.

Payment Plan

Fitchburg State University provides students with an alternative method of paying tuition bills. A payment plan is offered through Tuition Management Systems (TMS), located in Newport, R.I. The plan allows students to budget all or a portion of their bills. The payment plan is not a loan. There is no interest charged and acceptance is not based on credit. The payment plan is divided into four or five equal monthly installments. A $55 annual enrollment fee, which covers both the fall and spring semesters, is charged. Students may also enroll and pay for one semester at a cost of $40. Fall semester payments begin on June 10 for the five payment plan, and July 10 for the four payment plan and end on October 10. Spring semester payments begin on November 10 for the five payment plan and December 10 for the four payment plan and end on March 10. Contact TMS at (800) 722-4867 or visit *www.afford.com* for more information. TMS customer service hours are 8 a.m. to 8 p.m. weekdays and 9 a.m. to 1 p.m. on Saturdays.

Deposits and Refund Policy

New students, both freshmen and transfers, are assessed a non-refundable $85 deposit which is credited toward their first semester charges. If a student withdraws prior to the beginning of classes, a full refund, less the $85 tuition deposit, is granted. Returning students who have paid their bills prior to the opening of school and who have notified Fitchburg State University that they will not be attending any classes will be entitled to a full refund. After the commencement of semester classes, the refund policy becomes effective.

Enrollment Period

The fall and spring terms are a 15-week schedule. The 50% point is up to the seventh week of classes. The 60% point is up to the ninth week of classes.

Institutional Refund Policy

The following Institutional Refund Policy is a reference for all students withdrawing from the university from all state supported day classes.

The information below reflects the percentage of charges the student will be charged for, dependant on the official effective week of withdrawal. If a student is using financial aid against their total charges, please refer to the financial aid return of Title IV refund policy.

Withdrawal prior to the start of classes 100%
Before the beginning of the second week.....90%
From the second week but before the fourth week.....50%
From the fourth week to the seventh week.....25%
Withdrawal week eight to week 150%.

Students who withdraw after the seventh week of classes will have no adjustments to their charges.

Refund Policies

The above information is for informational purposes only. Official Refund Policies appear in the University Catalog.

Dropping Courses Below Full-time

This is the refund policy for all students taking less than 12 credits who drop state-supported courses during the first three weeks of school:

Dropping before the beginning of the second week of classes: . 100% refund.
Dropping from the second week of classes, but before the fourth week of classes: ..... 50% refund.
Dropping after the fourth week of classes: ..... 0% refund.

Refunds will only be generated if the total payments exceed total charges after adjustments have been generated.

Personal Property

Fitchburg State University has no liability and no responsibility for the loss, theft or damage to any personal property for any reason.

Student Conduct, Mediation and Education

Hammond Campus Center, Main Floor
(978) 665-4578 www.fsc.edu/judicial
William Cummings, Coordinator

The Office of Student Conduct, Mediation and Education educates and provides information about community standards, protects student's rights and encourages student responsibility. The office provides students educational opportunities for personal growth, community connections and values clarification. Our aim is to educate the students, faculty and staff about issues central to the mission of the institution, and to react to inappropriate behavior in a fair, responsive, educational and developmental manner. In addition, the staff provides support and direction for campus education and mediation opportunities outside of the classroom.

The Fitchburg State University conduct system is based on established expectations and standards of behavior as described in the Student Code of Conduct and other appropriate literature.

Student Development and Campus Center

Hammond Campus Center, First Floor
(978) 665-3163
Henry Parkinson, Director www.fsc.edu/sacc

Hours of Operation
Mon.-Thurs. 8 a.m.-11 p.m. Sat.: 12 noon-5 p.m.
Fri.: 8 a.m-6 p.m. Sun.: 12 noon-11 p.m.

The Office of Student Development and Campus Center is an integral and vital part of the educational life at Fitchburg State University. The Hammond Campus Center facility is organized to meet the co-curricular needs of the university community and is dedicated to fostering and promoting spirit by providing positive human development through social, educational, cultural and recreational programs. The building's services include the campus Information Desk, art gallery, bookstore, Game Room, library, various campus departments, student organization offices, Commuter Café, Commuter Lounge, Underground, meeting rooms, ATM machine, and the Crocker Center for Civic Engagement.

Campus Calendar

Campus events are posted on a calendar located at the first floor entrance. To get your event posted, drop off a flyer to the Student Development and Campus Center office.

Facilities Reservations

The Campus Center is responsible for the booking of rooms within the Hammond Building for student organizations (inside and outside of Hammond). For specific scheduling information, please contact the Student Development and Campus Center Office. Two weeks notice is needed for reservations.

G-Lobby

The ground floor lobby of the Hammond Campus Center is known as the G-Lobby, which serves as a casual student information center. Student organizations can reserve tables in G-Lobby to promote events or to raise funds. The university bookstore, meeting rooms, game room, Ellis White Lecture Hall and commuter lockers are also located here.

Information Desk

(978) 665-4630

Located on the first floor of the Campus Center, the Information Desk is the place to go for tickets and information about programs and events on the Fitchburg State University campus. Tickets may be purchased using your OneCard.

Game Room

(978) 665-3350

Pool tables, video and board games are available for student use in the Game Room, which is located on the ground level of the Hammond Campus Center.

Hammond Campus Center Art Gallery

Located on the second floor of the Hammond Campus Center, the art gallery hosts several displays of artwork each semester. These displays include the work of many acclaimed regional artists as well as the innovative talents of Fitchburg State University students, faculty and staff. The annual spring semester highlight is VISIONS, which features students' work. Each opening features a reception and artist lecture.

Commuter Café

The Commuter Café is available for anyone wishing to have a quick meal during the week. The Café offers Burger King, Seattle's Best Coffee, a salad bar, snacks and beverages, soups and sandwiches, and vending machines. A spacious dining area adjoins the Café. This area serves as a meeting place for all members of the Fitchburg State University community. The dining area remains open at night and is a pleasant alternative to the library for studying and having informal meetings and study groups.

Commuter Center

www.fsc.edu/commuter

The Commuter Center is open to all students. The Commuter Center is a great place to find out about commuter student life, commuter services, resources, and getting involved as a commuter student. The Commuter Center is also home to the commuter lounge, which features a friendly environment for commuter students to socialize with one another, study or relax. Additionally, the Commuter Center is also home to the Commuter Club.

Underground

(978) 665-3821

Many special events are held in the Underground including comedy nights, coffeehouses, musical performances and events on the large screen TV. Proper identification is required for admission. The Underground serves beer and wine for those of legal drinking age (age 21 and older) and non-alcoholic beverages for those under the age of 21. All students must show a valid OneCard and, if of legal drinking age, a valid Massachusetts driver's license or Massachusetts Registry Alcohol Card for admission. Fitchburg State University students are permitted to sponsor two guests with an Fitchburg State University OneCard in the Underground. All guests must show a Massachusetts driver's license or a Massachusetts Registry Alcohol Card to be signed into the Underground.

Fitchburg State University Vans

(978) 665-3162

The campus vans are available free of charge with two weeks notice for the use of recognized clubs and organizations. Other campus groups may request the van and provide their own gas.

Fitchburg State University has partnered with MART to provide a comprehensive transportation system for the university community. Fitchburg State University members may ride regularly scheduled MART routes at anytime, free of charge. Train station runs are scheduled on Fridays and on Sunday evenings. The vans are also used for local excursions to Boston, Sturbridge and other points of interest in the state of Massachusetts.

Crocker Center for Civic Engagement

(978) 665-3649

The Crocker Center for Civic Engagement is a perfect place to find out about volunteer opportunities in the Fitchburg community. Updated listings of social service agencies and non-profit organizations are available at the center. Whether you are looking to volunteer on a regular basis or looking for an opportunity to link your club with a project, the Crocker Center for Civic Engagement is the place to start. Information on Alternative Spring Break can be found here as well.

Leadership Development

(978) 665-3163

The Office of Student Development offers a comprehensive leadership development program for students. This includes retreats, workshops, speakers, and our most popular program, the Leadership Conference. To take full advantage of these programs, please contact the Office of Student Development.

Student Health Services

Russell Towers
(978) 665-3216 www.fsc.edu/healthserv
Martha Favre, Director

Student Health Services provides ambulatory care, health education /promotion and maintains health records for all full-time undergraduate and graduate students at the university. Services include:

- Medical care of acute illness and injury
- Evaluation, treatment and/or referrals as needed
- Immunizations, such as: tetanus-diphtheria, mumps-measles-rubella, hepatitis B and influenza
- Tuberculin skin testing
- Health education and health promotion
- Women's health care, such as breast exams, gynecologic exams, contraception, and morning after pill
- Men's health care including STD testing, birth control and physical exams

Students can schedule an appointment at Health Services and they will be seen by one of our three providers: a nurse practitioner, a physician assistant or the university physician. If there are no available appointments and the student needs to be seen that same day, the student will be referred to HealthAlliance Burbank Campus in Fitchburg or HealthAlliance Hospital Leominster Campus for medical care.

A laboratory facility is part of the clinic. We offer routine tests free of charge. Any specimens that need to be analyzed by our commercial laboratory will be charged to the student's insurance.

Health and Immunization Requirements

All incoming full time undergraduate, graduate and all international students must provide Student Health Services with a completed Fitchburg State University Health Form, which is located on our department web page at www.fsc.edu/healthserv under "Health Requirements". The following documentation is required:

- A physical exam within the past year

Massachusetts Public Law 105 CMR 220.600 requires the following immunizations

- 2 MMR vaccines or proof of a positive titer
- 3 Hepatitis B vaccines or proof of a positive titer
- A completed tetanus series and a booster within the past 10 years.
- Either a meningitis vaccine or a signed MA Meningococcal Waiver Form
- Tuberculosis Risk Assessment and a PPD screening test to determine your TB status. If the PPD is positive a follow-up chest x-ray will be required

Your medical records need to be received by Student Health Services before the start of your first semester. Incomplete medical records will result in your inability to register for the upcoming semester. It is your responsibility to make sure that your records are complete.

Confidentiality

Fitchburg State University Student Health Services is legally and ethically obligated to protect the patient's right to privacy. Your medical records are strictly confidential. All Fitchburg State University Health Services staff are required to sign a statement of adherence to our confidentiality policies. No one other than Fitchburg State University Health Services staff has access to your medical records without your prior written permission. This restriction includes your parents, faculty and staff or outside agencies. In life-threatening emergencies, only pertinent information will be released to appropriate parties.

If a student is younger than 18 years of age, any care that is sought or provided related to reproductive health is also a confidential matter and will not be disclosed to a parent unless Student Health Services has prior written permission from the student. In the event that a student reports abuse or there is suspected abuse, the providers at Health Services are mandated to report the abuse to the Massachusetts Department of Social Services.

If you wish to have your records released to yourself or another facility, you must sign the Medical Release of Records form that is available in Health Services.

Limited exceptions

Certain communicable diseases need to be reported to the Department of Public Health and students will be informed of this action prior to Fitchburg State University Health Services notifying the department.

Absences Due to Illness

Student Health Services will not provide notes to excuse students from class. It is your responsibility to contact your professors and explain your absence. In the event of an extended absence you are advised to contact the Dean of Students and Academic Life.

Technology Department

(978)665-4500 www.fsc.edu/technology
Steve Swartz, CIO

Computer Labs

The hours and locations of open computer labs are listed on the Information Technology Web site and are updated each semester. These hours are subject to minor changes due to course additions/deletions and because of individual workshops, training and special classes.

For questions regarding hardware/software support in the open labs, contact the Information Technology Help Desk.

Hammond Open Lab

Amelia V. Gallucci-Cirio Library, Third Floor

The lab currently has 25 Dual Boot Macs.

Hours for the Hammond PC Lab can vary depending on holidays/vacations. The lab schedule follows the library hours. Closing time is one-half hour before the library closes.

Hammond Instructional Lab

Amelia V. Gallucci-Cirio Library, Third Floor

This lab contains 30 17" iMac computers.

Hours for the Hammond Instructional Lab can vary depending on holidays/vacations. The lab schedule follows the library hours. Closing time is one-half hour before the library closes.

E-Mail

Conlon Industrial Arts, Room 236

Every student at the university is entitled to an fsc.edu e-mail address. To apply for an account, call or visit the IT Help Desk.

Media

Conlon Industrial Arts, Room 236

IT provides support for a variety of media services and equipment including:

- Campus cable TV
- Multimedia equipment check in/out
- Equipment repairs and troubleshooting
- Media production/event coverage
- Campus bulletin boards

OneCard

Conlon Industrial Arts, Room 200

The OneCard is the official identification card of Fitchburg State University, and is issued to every student and employee. You will find that the OneCard is essential to campus life. Apart from being your official form of identification, it can be used for many university services. Examples are:

- Chartwells dining meal plans
- Library check out of books/equipment
- Recreation Center access/equipment rental
- Computer Lab printing
- Student discounts
- Building and room access
- Door access to certain secure labs/ rooms
- Underground admittance

The OneCard also allows you to avoid carrying loose change on campus. Once you have added money to your OneCard, it can be used for the following:

- Vending/Laundry machines
- Photo copying
- Postage
- Chartwells food
- Campus Bookstore
- Commuter Café

Help Desk

Conlon Industrial Arts, Room 236
Student Technical Support: (978) 665-4500
helpdesk@fsc.edu www.fsc.edu/technology

The Technology Help Desk is the clearinghouse for all campus technical support issues. Faculty and staff can call the IT Help Desk for phone and onsite service for the following:

- Banner account processing and support
- Web/Banner account maintenance and service
- Blackboard account support
- Login/password administration
- E-mail account distribution, support and upgrades
- Printer, peripheral and hardware support
- Software installation, support and upgrades
- Antivirus software distribution/administration
- Hardware/software quotes and recommendations

Telecommunications

Conlon Industrial Arts, Room 236
For Assistance submit a ticket online at www.fsc.edu/technology or call (978) 665-4500

Telecom is responsible for managing, servicing, and maintaining the campus telecommunication system.

Services include:

- Daily functioning of all telephones
- Add voicemail for all students
- Coordinate hardware installations and modifications
- Install cable lines as necessary

Tutor Center

Hammond Building, Third Floor
(978) 665-3499 www.fsc.edu/tutoring
Thomas Rousseau, Assistant Dean, Academic Support Services

Hours
Mon.-Fri.: 8 a.m.- 5 p.m.

Learning Strategy Sessions

Mr. Rousseau provides individual Study and Learning Strategy Sessions. During 2009-2010 he tutored one hundred and thirty students and helped them develop improved learning methods. Students are assisted to design a study plan that builds effective learning habits, long-term memory and improved reading, note-taking and test-taking skills.

Request an appointment and bring your syllabus, course text/books and class notes. You will maximize your time as we study together a topic you need to know before the next class. As we study together you will be introduced to and practice new study methods that will improve your comprehension, long-term memory, test preparation and even save you time studying. The end result is that you can earn better grades and maximize your learning by consistently applying these new methods that are the best fit for your learning style and the course requirements.

Group Tutoring

Three group tutoring services are available they are:

Supplemental Instruction (SI)

SI Study Groups after each class are offered for selected courses. A Tutor trained in research based supplemental instruction methods selects activities to enhance students' learning of the traditionally difficult topics from each lesson.

Group Tutoring

Group Tutoring usually occurs once a week. This service provides a peer tutor trained in effective study group processes. If you are studying with a group of three to five students, you may request a peer facilitator who will attend your group for up to 14 hours for the semester. The peer facilitator's goal is to maximize each members learning and critical thinking through group discussion and supplemental instruction activities.

Study Partner

This service matches students in the same class with a study partner. Students who would like assistance locating a classmate to study with can contact the Tutor Center to request this assistance. The Tutor Center will ask the course professor to inform the class that someone is seeking a study partner or study group. The Tutor Center will match students who respond to this request and provide guidelines on how to maximize their learning and time while studying with a classmate(s.)

Academic Success Seminars

Learning research based university study methods will save you time studying and maximize your learning. Attending these one-hour Seminars will provide you with specific step-by-step actions and initial practice with the study method. The success you realize will motivate you to further develop these effective learning principles and strategies into habits that will help you get the results that you want.

The seminar topics are:

- Cognitive Learning Style—Use it to your Advantage
- Learning Principles
- Discover Your Strengths
- Time Management and Goal Setting—Habits for Learning
- Learning from Text books
- Develop your Note Taking Skills
- Re-Writing Notes to Maximize Learning
- Multiple Choice Test Taking Skills.

Students gain the most from the Academic Success Seminars in groups of 2-5 students. Invite a study partner and classmates to join you to request one or more of the Academic Success Seminars at the Tutor Center.

MTEL Test Preparation

The MTEL Test Preparation Seminar facilitated by professional instructors along with peer tutors, who have passed the test, assist students to prepare for the Massachusetts Tests for Educator Licensure (MTEL) Communication and Literacy Skills test (CLST).

Students can enroll in this six session, twelve hour Seminar, (offered in October, February and June,) through the Course Registration process using web4.fsc.edu.

Student Government Association (SGA)

Hammond Campus Student Avenue
G-Lobby
(978) 665-3300
Eric Gregoire, President

Full-time undergraduate students are members of the Student Government Association (SGA). The SGA is the official voice of the students and participates in campus-wide committees and state and national organizations.

SGA Elections

Voting is done in the fall semester for the incoming freshmen and spring semester for other officers. Referendum questions are a part of the spring ballot.

SGA Officers

The Executive Board

Includes president, vice president, treasurer, secretary, public information director and student trustee. Vacancies will be filled by special appointments and take place during the first four weeks of each semester.

The Classes

Includes president, vice president, treasurer, secretary and four representatives.

Other Positions

Includes two residence hall representatives.

What does SGA do?

SGA holds weekly meetings that are open to the entire student body. SGA meets every Tuesday at 5 p.m. in the SLC room of the Hammond Campus Center.

The function of SGA is to represent student interests regarding all administrative, academic and social issues of concern to the students of Fitchburg State University.

One of the main responsibilities of SGA is to supervise and distribute the Student Activity Trust Fund. Recognized clubs, organizations and committees are funded by SGA through this fund.

SGA Services

SGA offers many services to the campus community including:

- Legal advice through an attorney on retainer for SGA
- Poster approval
- Copier/fax for organization use
- Student support and referral
- Funding for student organizations
- Advocacy for changes in campus policies that affect students
- Advocacy for student rights
- Student appointments to campus committees
- Leadership conferences and workshops

SGA Senate

SGA Senate is comprised of representatives from each recognized student organization who meet to discuss club issues and policies. Each club must send a representative to an SGA's meeting at least twice a month. Meetings are held on Tuesday at 5 p.m. in the Hammond Campus Center.

Bulletin Boards

SGA has sole responsibility for approving posters and flyers for posting on SGA designated bulletin boards, which are located around campus. Please see the Poster Policy in this Student Handbook for specific information on posting.

SGA Guidelines for Funding Student Organizations

The following guidelines must be met in order for a student organization to receive funding from SGA:

- The organization must be recognized by the Student Organization Committee (SOC)
- The organization must submit and maintain a current organization constitution on file with the Office of Student Development
- The organization may not discriminate on the basis of race, religion, sex, color, age, sexual orientation, disability, veteran status, martial status or national origin
- The organization must perform a valuable service to the student body
- The organization must submit budget requests to the SGA Finance Committee on time
- The organization must not receive academic credit
- The organization must be nonprofit

Office of Student Development Clubs and Organizations 2010/11

Media Organizations:
The Point
WXPL

Academic Organizations
American Institute of Architecture Students (AIAS)
Associated Builders & Contractors (ABC)
Associated General Contractors (AGC)
Biology Club
Business Society
Classics Society
Economics Club
Education Club
English Club
Exercise Sport Science
Geology Club
Leadership Academy Club
Math Club
National Association of Homebuilders (NAHB)
Political Science Society
Psychology Club
Student Education Association of Massachusetts (SEAM)
Special Education Club
Student Nursing Association
Technology Education Collegiate Association (TECA)

Special Interest Club
Anime Club
Asian Cultural Society
Black Student Union (BSU)
Cheer Leaders
Christian Fellowship
Commuter Club
Dance Club
Fitchburg Activities Board (FAB)
Falcon Players
Filmakers Society
Films Under the Radar
First Responders
Fitchburg State University Habitat for Humanity
Gay Straight Alliance (GSA)
Lacrosse Club
Latin American Student Organization (LASO)
Martial Arts Club
MASSPIRG (Massachusetts Public Research Group)
Model UN
Rotoract
Students for Sensible Drug Policy
Volleyball Club

Government
Student Government Association (SGA)
Class of 2011 Class of 2012
Class of 2013 Class of 2014

Greek Organizations
Greek Council
Order of Omega
Fraternities: Sigma Pi, Sigma Tau Gamma
Sororities: Alpha Sigma Tau, Phi Sigma Sigma, Sigma Sigma Sigma

Media Organizations
The Point
WXPL

Honor Societies
Alpha Delta Omega
Alpha Lambda Delta
Alpha Sigma Lambda, Pi Gamma Chapter
Delta Alpha Pi
Epsilon Pi Tau, Inc.
Kappa Delta Pi
Lambda Pi Eta
Phi Alpha Theta
Pi Mu Epsilon
Pi Sigma Alpha
Psi Chi
sigma Tau Delta
Sigma Theta Tau, Inc.

Recognized Student Organizations

Fitchburg State University encourages active student participation in the following recognized student organizations on campus including fraternities and sororities, musical programs, academic interest groups and special interest groups.

Academic Institute of Architecture Students (AIAS)

The purpose of the American Institute of Architecture Students is to promote excellence in architectural education, training, and practice, to foster an appreciation of architecture and related disciplines, and to organize students to combine their efforts to advance the art and science of architecture.

Alpha Lambda Delta

An honor society for freshmen students who maintain a grade point average of 3.5 or higher and are committed to a high standard of living and learning.

Alpha Sigma Lambda

Alpha Sigma Lambda is the premier international honor society for adult learners. Membership is open to Graduate and Continuing Education undergraduate degree seeking students. The Fitchburg State University chapter is Pi Gamma.

Alpha Sigma Tau National Sorority

Alpha Sigma Tau stands for active, self reliant and trustworthy members of the university community. They believe strongly in the values of sisterhood and friendship, and strive to make a difference.

American Institute of Architecture Students (AIAS)

The purpose of the American Institute of Architecture Students is to promote excellence in architectural education, training, and practice, to foster an appreciation of architecture and related disciplines, and to organize students to combine their efforts to advance the art and science of architecture.

Asian Culture Society

The Asian Culture Society strives to foster awareness and understanding of Asian culture and to recognize and celebrate Asian heritage in a social setting.

Associated Builders and Contractors (ABC)

Fitchburg State University sponsors a student chapter of the ABC, which is a nationwide organization of men and women involved in the construction industry.

Biology Club

The Biology Club is a group of students interested in applying that which is learned in the classroom to the outside environment. The club participates in activities in which different aspects of the field of biology can be explored. These experiences may lead to valuable opportunities and lasting relationships between peers and faculty.

Business Society

The goal of the Fitchburg State University Business Society is to provide students with real business experience within a social atmosphere through a variety of meetings, special projects, and guest speakers.

Black Student Union

The purpose of the Black Student Union is to provide interaction between various groups of students at Fitchburg State University by holding special social and educational events.

Christian Fellowship at Fitchburg State University

The Christian Fellowship is an interdenominational group on campus. This group is composed primarily of students whose goal is to promote the spiritual life of the students, faculty and administration of Fitchburg State University through worship, Bible studies, fellowship and evangelical outreach events.

Classics Society

The purpose of the Classics Society is to learn about, discuss, and promote the ancient culture of the Greeks and Romans through book discussions, museum visits, banquets, and guest lecturers.

Commuter Club

The Commuter Club advocates for Fitchburg State University's commuter student population and provides an organized meeting space for commuter students to come together. The Commuter Club also encourages and promotes commuter student involvement on campus through programming, services, and leadership opportunities.

Dance Club

The Dance Club offers classes in tap, jazz, ballet and aerobic styles. Classes are informal, meet weekly for one hour and are led by students. Members are male and female, beginners and advanced.

Delta Alpha Pi (Disability Honors Society)

The Fitchburg State University chapter of Delta Alpha Pi International Honor Society presents an opportunity to change negative perceptions of students with disabilities by recognizing their academic accomplishments.

Education Club

The Fitchburg State University Education Club offers education majors the opportunity to congregate with their peers and to extend their collective learning beyond the boundaries of the classroom. Additionally, the Education Club provides a forum for members to discuss issues pertinent to the field of education.

Economics Club

The Fitchburg State University Economics Club strives to spread knowledge about the importance of economics as a field of study within the university and the community. The Economics Club offers an organized forum for discussion of local, national, and global economic issues.

English Club

The English Club fosters interest in literacy tradition by providing meetings, workshops, poetry readings, field trips and other points of interest to those interested in the field of English.

Epsilon Pi Tau, Inc. (Technology Education and Industrial Technology Honor Society)

Epsilon Pi Tau works to promote and provide professional status for industrial arts and industrial vocational education, a medium for the professional development and recognition of individual members for leadership and achievement. The group fosters and encourages the acceptance among its members of the ideals of technical competence, social and professional proficiency and research.

Exercise Sport Science Club

The Exercise Sport Science Club provides a space for Exercise Sport Science majors to collaborate in order to create a unique teaching and learning atmosphere. The objectives of the Exercise Sport Science Club include facilitating learning through workshops and lecturers and providing tutor services to underclassmen.

Falcon Players

The Falcon Players work to open the minds of members of the Fitchburg State University community to art and culture by offering performances, guest speakers, seminars and workshops.

Films Under the Radar

The purpose of this organization is to introduce lesser known but critically acclaimed films to wider university audiences, and to discuss the themes and concepts of films following viewing. Films Under the Radar also screens student films.

First Responders

The Fitchburg State University First Responders provide Fitchburg State University with emergency medical care during the regular school year and during special events year-round. The squad is open to Fitchburg State University students interested in the emergency medical field.

Fitchburg Activities Board (FAB)

FAB is responsible for much of the social programming on campus. The committee plans events including major concerts, coffeehouses, comedy nights, films, lectures and special events. Jimmy Eat World and New Found Glory are some of the artists that have recently appeared.

Fitchburg State University Anime Club

The Anime Club was established in 2005 by students for students who love the Japanese art of Anime.

Fitchburg State University Cheerleading Club

The Fitchburg State University Cheerleading Club is open to any person, male or female, who is interested in cheerleading to support the football and basketball teams.

Fitchburg State University Film Makers Society

This club is dedicated to the study and appreciation of film and video production along with the history of cinema.

Fitchburg State University Habitat for Humanity Local Chapter

The Fitchburg State University Habitat for Humanity local chapter is dedicated to the values and principals of the national organization. Local chapter members will dedicate themselves to projects that are ongoing in the local Fitchburg/Leominster area. The group will participate in the Collegiate Challenge and will work in tandem with the Alternative Spring Break trip planning group.

Gay Straight Alliance

Gay Straight Alliance offers support, acceptance, understanding and education for all Fitchburg State University students. Gay, lesbian and bisexual students, as well as allies and friends, are welcome in this social setting.

Geo Club

The Geo Club provides an organized meeting space for Earth Science majors to discuss issues pertinent to Earth Science and to further their understanding of the field of Earth Sciences beyond the boundaries of the classroom.

Greek Council

The Greek Council was formed to improve relations among members of sororities, fraternities, student body, administration, and the Fitchburg State University community through social events, philanthropies and community projects.

Jazz Ensemble

The Jazz Ensemble performs music ranging from classic big band swing to contemporary rock. The ensemble performs at concerts and university functions throughout the school year. Students may join the ensemble by audition only. Liberal arts and sciences university credit may be awarded.

Kappa Delta Pi (Education Honors Society)

Kappa Delta Pi recognizes outstanding student contributions to the field of education.

Lacrosse Club

The Fitchburg State University Lacrosse Club sponsors student lacrosse games and strives to promote teamwork, sportsmanship, spirit, respect, and dedication.

Lambda Pi Eta (Communication Honors Society)

Lambda Pi Eta is the honor society of the National Communication Association. This chapter of Lambda Pi Eta exists to further the mission of the association and is subject to the association's policies and procedures.

Latin American Student Organization (LASO)

LASO represents Hispanic culture on campus through programs and activities.

Leadership Academy Club

The Leadership Academy Club is dedicated to providing members of the Leadership Academy Honors Program with a social outlet and a peer support network. This club unites those of similar academic integrity to enhance their university experience. The Leadership Academy Club also provides opportunities for developing leadership skills and personal growth.

Martial Arts Club

The Martial Arts Club is a group of male and female students interested in Shotokan karate. Instruction is administered by registered black belts. Beginners are welcome to join the club.

MASSPIRG (Massachusetts Public Interest Research Group) at Fitchburg State University

MASSPIRG provides student involvement in environmental and consumer issues such as toxic waste, recycling, safe drinking water and voter registration. Students at 28 Massachusetts universitys participate and direct MASSPIRG campaigns. On-campus internships for credit are available in a variety of topics through the MASSPIRG Office.

Math Club

The Math Club is an academic club that is open to all students that have an interest in numbers, equations, logarithms, and the processes behind solving them.

Model United Nations

The Fitchburg State University Model UN is a political science club that strives to promote the advancement of the study of political science and active participation in the political process by members of the Fitchburg State University community through seminars, discussion forums, and academic symposiums.

National Association of Homebuilders (NAHB)

Fitchburg State University sponsors a local chapter of this organization, formed for students with an interest in home construction.

Order of Omega

The Fitchburg State University Order of Omega is an honor society dedicated to members of Greek life who have compiled an excellent academic record and have dedicated themselves to the betterment of Greek life on campus.

Outdoor Adventure Club

The purpose of the Outdoor Adventure Club is to provide the Fitchburg State University campus with fun and meaningful opportunities for outdoor recreation. These outdoor adventures promote the development of character, friendships, and physical and mental well-being for those involved and enhance members' awareness, knowledge, and appreciation of the environment.

Pan-Hellenic Council

The Pan-Hellenic Council at Fitchburg State University is the governing board of the three national sororities on campus. Meetings take place on a weekly basis.

Phi Alpha Theta (International Honor Society in History)

The Phi Alpha Theta Xi-Upsilon Chapter promotes an interest in history among its members, the Fitchburg State University community, and the greater Fitchburg area.

Pi Mu Epsilon (Mathematics Honor Society)

The Fitchburg State University chapter of Pi Mu Epsilon aims to promote scholarly activity within the field of mathematical sciences and to recognize those students who show exemplary academic proficiency within the field of mathematics.

Pi Sigma Alpha

Pi Sigma Alpha is the national honor society for political science majors. It recognizes academic achievement of those students who major in political science.

Phi Sigma Sigma National Sorority

Phi Sigma Sigma was founded in 1913 in New York. The Zeta Rho Chapter was installed at Fitchburg State University in 1992. Phi Sigma Sigma has three goals: service, scholarship and friendship. Phi Sigma Sigma's philanthropy contributes to the National Kidney Foundation.

The Point

The Point is Fitchburg State University's student newspaper that is written, designed and managed by students. *The Point* was established to inform, entertain and persuade its readers. Students and faculty, both part and full-time, are encouraged to submit material for publication.

Psi Chi (Psychology Honors Society)

Psi Chi's purpose is to encourage, stimulate, and maintain excellence in scholarship and advancement of the science of psychology.

Psychology Club

The Psychology Club is a student-run organization whose purpose designed to provide activities, information, and support to psychology students and other students interested in psychology.

Rotoract

The Rotoract Club focuses on three values: community service, leadership skills, and professional development. Rotoract provides opportunities for students to enhance their knowledge and skills that will assist their personal development, to address the physical and social needs of their communities, and to promote positive relationship between all people worldwide through a framework of friendship and service.

Sigma Pi Fraternity, International

As stated in the creed of Sigma Pi, the Brothers strive for promotion of scholarship, advancement of truth and justice, encouragement of chivalry, diffusion of culture and development of character among its members.

Sigma Sigma Sigma National Sorority

This national sorority seeks to ensure a perpetual bond of friendship, develop womanly character and promote high standards of conduct. The women strive to follow the university mission and bring together a culturally diverse group of individuals, each with her own talents, opinions and ideals. The members are committed to play therapy for children and community service.

Sigma Tau Delta

This organization grants distinction for high achievement to students with a major in English.

Sigma Tau Gamma National Fraternity, Inc.

Sigma Tau Gamma believes that all men are social creatures and that friendships of university men are lasting ones. The members seek to promote these associations through a social fraternity, which upholds the true standards of brotherhood.

Sigma Theta Tau, Inc., Epsilon Beta Chapter, (Nursing Honor Society)

The purpose of this society is to recognize superior achievement, encourage the development of leadership qualities and foster high professional standards.

Student Education Association of Massachusetts (SEAM)

SEAM addresses the needs of today's diverse student population in order to facilitate student achievement by complementing the teacher preparation program

Student Nurses Association (SNA)

The NSA is a professional organization run by nursing students to address nursing issues important to both the students and the community.

Students for Sensible Drug Policy (SSDP)

The Fitchburg State University chapter of the National Students for Sensible Drug Policy is a grassroots network of students who are concerned about the impact of drug abuse on communities. SSDP mobilizes and empowers young people to participate in the political process and push for sensible policies to achieve a safer and more just future.

Technology Education Collegiate Association (TECA)

The Fitchburg State University Technology Education Collegiate Association provides to students of the university an avenue to foster an appreciation for the art of technology education and a way to network with other students of similar interests. The Association offers its members the opportunity to not only learn more about their discipline but to also gain an understanding of it through hands-on experience.

Volleyball Club

The Fitchburg State University Volleyball Club enables members to play volleyball in both competitive and noncompetitive atmospheres. Students at any level of playing skill are able to learn and improve basic skills while enjoying the sport in a social atmosphere. The Volleyball Club hosts tournaments within the university and at surrounding universitys.

WXPL

WXPL is the student run radio station at Fitchburg State University. Complete with sophisticated broadcasting equipment and an extensive album library, WXPL broadcasts at 91.3 FM.

Recognition of Student Organizations

There are more than 50 student organizations at Fitchburg State University that provide the campus community with many options for activities and programming. Fitchburg State University encourages and promotes participation in student organizations. It is hoped that by pursuing these co-curricular programs and activities, students will develop leadership skills and achieve goals.

Fitchburg State University recognizes, appreciates and supports the contributions made by student organizations to enhance the quality of student life at the university. The process of student organization recognition is vital to provide continued services by monitoring and accurately assessing the status of all student groups. The recognition of student organizations is intended to clarify the rights, privileges and responsibilities of student organizations. All student organizations wishing to operate on campus are required to complete this recognition process.

Contact the Student Development Office for more information, or contact the Student Organization Committee (SOC).

Student Organization Committee (SOC)

All requests by student groups to become recognized student organizations are coordinated by the Student Organization Committee (SOC). The SOC includes the advisor to SGA, one member of the faculty, one administrator, one SGA member, and one member at large. This committee is chaired by an executive board member of the SGA. A quorum of five out of seven members is required for the SOC to vote. The chairperson is a voting member of the SOC.

Criteria Organizations Must Meet to be Recognized

Submit an application to the Office of Student Development with the following:

- A letter of intent to organize signed by the student contact and the advisor must be submitted
- The organization must have 10 founding members who are full-time undergraduate Fitchburg State University students or have the written support (signed petition) of 50 full-time undergraduate students
- The organization must have an advisor who is a full-time faculty or full-time professional staff member
- Submission of completed hazing compliance forms from all members
- Submission of a constitution in accordance with the sample constitution format
- The organization may not discriminate on the basis of race, religion, color, age, sexual orientation, disability, veteran status, martial status or national origin. Exceptions may be made by gender as authorized by law
- The organization must agree to and abide by all federal, state and local laws and university policies
- The organization's purpose must be consistent with the mission of the university

Step One: Organizing

In order to assist students in the process of forming a recognized student organization, students may receive the following guidance and assistance from the university:

- Students are encouraged to meet with the chairperson of the Student Organization Committee (SOC) or the director of Student Development to learn more about the recognition process.
- Once a letter of intent to organize is received and acknowledged by the SOC, the organization will be permitted to conduct limited organization business on campus. Groups may, over a two month period, post notices on campus when approved by SGA, reserve tables in G-Lobby a total of five times and reserve a meeting room three times. Groups may meet for organizing purposes only. Groups may not sponsor any speakers from off-campus or any other programs.

Step Two: Requesting Recognition

To be considered for recognition, the following materials must be submitted to the SOC:

- Letter of intent to organize
- Hazing compliance form signed by the officers and founding members
- Current constitution in accordance with the sample constitution format

Once the letter of intent, application, hazing forms and constitution have been received, the chairperson of SOC will forward the request to the SOC or, if the organization is Greek, will forward the request to the Greek Council.

Non-Greek requests

SOC will make a recommendation to SGA where a vote will take place. A majority vote is needed to pass new organizations. After SGA's approval, the constitution will be sent to the dean of student and academic life for final approval.

Greek requests

SOC will forward the request to the Greek Council, which will review the request and will meet with the organization. The Greek Council will make a recommendation to SGA where a vote will take place. A majority vote is needed to pass new organizations. After approval, the constitution will be sent to the dean of student and academic life for final approval.

Rights, Privileges and Responsibilities of Recognized Student Organizations

Rights and Privileges

- Ability to apply for funds from SGA and other campus sources
- Use of campus facilities and services
- Ability to apply for office space on campus
- Use of the university name
- Right to fund raise
- Use of Financial Services Office
- Use of SGA services
- Access to the campus Mail Center
- Access to the Discipline Systems
- Assistance of an advisor
- Sponsorship of programs and activities

Responsibilities

- The Financial Services Office must be used for the administration of all university-approved funds and funds raised on-campus and off campus
- A current constitution must be on file with the Office of Student Development
- Groups must have a statement of purpose, which is in accordance with the mission of the university
- Organizations must have Fitchburg State University undergraduate students as its members
- Organizations should have full-time undergraduate students, in good academic standing, as its officers
- A current list of officers must be maintained with the Student Development Office/Campus Center
- All federal, state and local laws and university policies must be followed
- Membership must not practice any physical or psychologically abusive behaviors, either intentionally or unintentionally
- All university policies and procedures, including scheduling, posting and solicitation, etc., must be followed
- A full-time faculty or full-time professional staff member must act as advisor; their role will be mutually determined by the organization and advisor and is consistent with expectations outlined in the Student Activities Handbook
- The club mailbox in the SGA office must be checked regularly to ensure that all official correspondence is received and answered

Making Revisions or Amendments to a Constitution

Any revisions or amendments to a constitution of a recognized student organization must be approved by the SOC and SGA prior to implementation. The following process will be followed:

Organizations must submit any revisions or amendments with the rationale for making the changes to the chairperson of SOC. The chairperson of SOC will forward the revisions or amendments and rationale to the SOC or, if the organization is Greek, will forward the request to the Greek Council.

Non-Greek Requests

SOC will review the revisions or amendments and rationale and will meet with the organization to obtain additional information if required. SOC will make a recommendation to SGA where a vote will take place. A majority vote is needed to pass any amendments.

Greek Requests

SOC will forward the revisions or amendments and rationale to Greek Council, which will review the revisions or amendments and rationale and will meet with the organization to obtain additional information if required. Greek Council will make a recommendation to SOC. SOC will review Greek Council's recommendation and will meet with the organization if required. SOC will make a recommendation to SGA where a vote will take place. A majority vote is needed to pass any amendments.

Re-recognition Once Recognition Has Been Lost

Student organizations that have been inactive for two years or less, or have lost recognition previously as a result of a judicial sanction, must re-apply for recognition in accordance with the sanction received. Student organizations that have been inactive for two or more years must go through the Student Organization Committee, and submit the following to the director of Student Development:

- Letter of intent to become a recognized student organization signed by the officers and advisor, which includes a statement of the activities and programs since the organization lost its recognition
- An updated copy of the constitution
- Organizations are encouraged to submit supporting documentation such as recommendations from SGA, Greek Council and/or community service agencies

Refer to SOC process on page 29.

Annual Assessment

The SOC will conduct periodic assessments of each organization to assist recognized student organizations in evaluating their organizational development and activities. Through organization self-assessment, SOC assessment and recommendations for continued success, organizations will receive guidance and support for achieving organizational goals.

Each year, the SOC will identify 15 to 20 recognized student organizations for annual assessment. The organizations will prepare an assessment report and meet with the SOC for an assessment. The assessment is in no way a punitive process; however, each student organization is to make a good faith effort to comply with the process. Failure to exhibit good faith participation in the assessment process may affect the recognition status of the student organization.

Fund Raising

- Fundraising is allowed only by recognized clubs and organizations
- No competing sales are allowed (e.g. multiple bake sales cannot occur simultaneously)
- All fundraisers need to be registered and approved by the Office of Student Development
- A completed [and approved] fundraiser request form must be on file with the Office of Student Development for every fundraiser
- The Office of Student Development reserves the right to cancel and/or terminate a fundraiser if deemed to be inappropriate or in competition with another fundraiser
- Requests for any solicitation that is to take place off campus must be submitted in writing (see the Office of Student Development for details) at least 1 month prior to when the solicitation is desired to take place.

Please refer to the Solicitation, Raffle Policy and Student Club and Organization Resource Guide for further information regarding fund raising.

Intercollegiate Athletics and Recreation Services

Intercollegiate Athletics, Recreation Center
(978) 665-3314
www.fscfalcons.com

Recreation Services, Recreation Center
(978) 665-3566
www.fsc.edu/reccenter

Sue Lauder, Director

Overview

Intercollegiate Athletics and Recreation Services offers each student an opportunity to participate in athletic and recreational activities on the intercollegiate, intramural and informal level. Participation in these programs provides additional opportunities beyond the classroom for student learning in a wide range of situations.

Intercollegiate Sports

The 16 Falcon varsity teams have enjoyed regional and national recognition as highly competitive NCAA (National Collegiate Athletic Association) Division III teams. Fitchburg State University is a member of various intercollegiate athletic associations, which entitle successful participants to compete in post-season tournaments and championships. Fitchburg State University is a charter member of the Massachusetts State University Athletic Conference (MASCAC), which includes seven other state universitys/universities.

The men's varsity programs include competition in cross country, indoor and outdoor track and field, football, soccer, basketball, ice hockey and baseball. Women's varsity programs include cross country, indoor and outdoor track and field, field hockey, basketball, softball, soccer and lacrosse.

The fall season includes football, soccer, field hockey, and cross country. Practices start in late August, and competition runs from early September to early November. The hockey, basketball and indoor track teams compete during the winter. Practices start October 15 for hockey and basketball. The season of competition runs from November to early March. The spring season includes track and field, baseball, softball and women's lacrosse. Practice for baseball, lacrosse and softball starts in early February. The season of competition runs from March through early May. The baseball and softball teams often travel to Florida during spring break. The track and field season begins immediately following indoor track. Information regarding pre-season tryouts and team meetings is available at the Athletics Office and by notices posted throughout the campus.

Academic Eligibility

For the purpose of athletic eligibility, satisfactory progress toward a baccalaureate degree shall be defined as successful completion by students of 24 semesters of course work prior to entering their third full-time semester; 48 semester hours of course work prior to entering their fifth full-time semester; and 72 semester hours of course work prior to entering their seventh full-time semester. Full or part-time status shall be determined by the end of the add/drop period. Students are required to successfully complete 24 hours of course work during their previous two full-time semesters to remain eligible. (Refer to the Academic Policies and Procedures section in the Fitchburg State University Catalog for further information.) In addition to Fitchburg State University academic requirements, students must meet the requirements of the NCAA, ECAC (Eastern University Athletic Conference), and MASCAC.

Facilities

Fitchburg State University has a wide range of indoor and outdoor athletic facilities including:

Recreation Center

This state-of-the art Recreation Center opened during the summer of 2000 which includes:

- 1,000 seat NCAA basketball/volleyball arena
- Suspended jogging track (11 laps per mile)
- 25 yard, six lane swimming pool
- Dance/aerobics studio
- Fitness center
- Racquetball courts
- Classrooms
- Sport medicine center
- Teaching stations
- Locker rooms, laundry, and storage areas
- Athletic Department offices
- Recreation services offices

Note: The associate director of the Recreation Services Department schedules the use of the various areas within the Recreation Center.

Robert Elliot Complex

Located on Pearl Hill Road, the complex is the site of the outdoor athletic facilities. An artificial turf field, installed during the summer of 2005, is the home site for field hockey, football, soccer and women's lacrosse. The track and field team competes on a new eight lane chem-turf track surrounding the field. The area also includes the baseball field, a practice field and locker rooms.

Wallace Civic Center at Fitchburg State University

The ice hockey team practices and competes at the Civic Center, located on John Fitch Highway.

Coolidge Park

The softball team practices and competes on the Coolidge Park field, adjacent to the Civic Center.

The Athletic Department schedules the use of the university's outdoor athletic facilities.

Fitchburg State University Athletics Sportsmanship Code

All students who participate or intend to participate in the intercollegiate athletic program are responsible for adhering to this Sportsmanship Code.

Expectations and Responsibilities of the Student-Athlete

Participants in Fitchburg State University athletic programs should reflect valuable characteristics such as leadership, honesty and integrity. Competing as an intercollegiate athlete is a privilege, not a right, and comes with great responsibility. Athletes are highly visible, and it is critical that they are respectful, mature and well behaved. This sportsmanship code has been developed to ensure that those standards are understood and met. Student-athletes are held accountable for complying with campus policies, local, state and federal laws through the Student Discipline Systems. They are held accountable for complying with the sportsmanship code through the Athletics Department.

The Fitchburg State Athletics Department, the NCAA and the Massachusetts State University Athletic Conference all require athletes to abide by their rules and regulations. All participants are also subject to the policies, coaching philosophy and techniques of their coaches.

Rights

All athletes, coaches, trainers, managers and staff have the right to:

- Be treated with respect.
- Confidentiality.
- Be notified and offered the chance to participate in meetings concerning their possible suspension from the team.
- Present any violation of their rights to the athletic director.

Expectations

Student-Athletes

- Treat professors and classmates with respect.
- Arrive for classes on time and prepared.
- Notify instructors in advance when requesting permission to leave early or miss a class in order to travel to a contest.
- Treat opponents and officials with respect regardless of their actions or decisions.
- Remember that it is a privilege to represent the university on an intercollegiate team.
- Abide by all team rules and regulations.
- When traveling to a contest, dress neatly and appropriately and present a positive image of the university and the Athletic Department.
- Avoid using language and gestures that are not suitable.
- Be courteous and cooperative with spectators, game management personnel and media.

Coaches

- Set the standard for leadership and sportsmanship.
- Serve as a role model.
- Treat all team members, opponents, officials, spectators, game management personnel and media with respect.
- Set discipline standards and enforce them consistently and fairly.
- Demonstrate an interest in the development of all members of the team.
- Respect the game and the rules of the game.
- Adhere to all department, university and conference rules and regulations.

Student-Athletes and Coaches as Spectators

- Respect all participants and team members.
- Respect the judgment and decisions of coaches and officials.
- Refrain from criticism of athletes, coaches or officials.
- Respect the authority of game management personnel and comply with their requests.

Athletic Department Policies

Any student-athlete charged with inappropriate behavior covered under the university's Student Code of Conduct shall be subject to disciplinary action by the university, which may include suspension or dismissal from the university. The Student Code of Conduct may be found in the Student Handbook and on the university Web site. Student-athletes who violate Athletics Department policies may be subject to additional sanctions by the Athletics Department.

Alcohol, Illegal Substances and Other Drug Abuse

The Fitchburg State University Athletic Department does not condone the use of alcohol, regardless of age, or drugs by any student-athlete or game management personnel in connection with any team function, or by any prospective student-athlete or their host during a university visit or a team function. Student-athletes are required to sign the NCAA Drug Testing Consent Form prior to participation, and thereby accept the penalties that may result from violating this policy. Violations of this policy may be referred to the Student Discipline Systems.

Tobacco

NCAA regulations prohibit the use of tobacco, including smokeless tobacco, by any student-athlete, coach or game management personnel during any practice or at the site of any competition.

Gambling

The NCAA prohibits student-athlete involvement with gambling activities related to intercollegiate athletic teams. Violations of this policy may be referred to the Student Discipline Systems.

Hazing

Hazing is prohibited by state law and university policy. Student-athletes are required to sign the Fitchburg State University Athletic Department Student-Athlete Agreement Concerning Hazing prior to participation. As part of the agreement, the student-athlete acknowledges that they understand that disciplinary action will be taken against those individuals or teams that violate the hazing policy. Violations of this policy may be referred to the Student Discipline Systems.

Sanctions

Student-athletes who do not conform to the expectations of the Sportsmanship Code or the Athletic Department policies will be subject to disciplinary action which may include, but is not limited to, a warning, a written reprimand, suspension from the team or dismissal from the team. Violations of team rules will result in sanctions imposed by the head coach. Student-athletes may appeal those sanctions to the athletic director within one week of notification from the head coach. The athletic director will decide to uphold imposed sanctions and/or determine the need to impose additional sanctions beyond those imposed by the head coach within one week of the appeal. The decisions of the athletic director are final. Sanctions will remain in effect until served.

The athletic department reserves the right to impose sanctions independently and in advance of any campus disciplinary and/or civil/criminal actions.

Student Athlete Advisory Committee

The Student Athlete Advisory Committee includes a representative from each intercollegiate team and is charged with coordinating activities for all student athletes in the areas of community service and life skills development. Activities include workshops on study skills and career development, speakers on personal development, leadership and diversity, clean-up projects in the community, coordinating a campus blood drive for the American Red Cross and assisting various campus groups with projects. The committee also promotes school spirit and support by student-athletes for all other intercollegiate teams.

The following academic policies have been included in the Student Handbook for easy reference. Please refer to the *Fitchburg State University Catalog*, which is the definitive guide to academic policies.

Absences

Students who will be absent for an extended amount of time due to illness, death in the family, etc., should contact the office of Student and Academic Life at (978) 665-3130. Students who will be absent for brief periods of time should speak directly with their instructors.

Advisors

All students are assigned a faculty member advisor by the department chairperson for your major. Pre-majors are advised by the full time professional staff in the Advising Center as part of the Focus on the Future program. Students are encouraged to consult with their advisors at any time during the semester regarding any problem involving their academic program. By agreement, all faculty must be available to their students for class and other advising at least three hours a week. These office hours are posted at the department offices. In addition, students are required to meet with their advisors during the registration period because only advisors can arrange and approve course enrollment.

Attendance

Each instructor has the prerogative to place a value upon class attendance subject only to the limitation that the members of each class be informed of that value at the beginning of the semester. The instructor's class attendance standard should be stated in the course syllabus.

Students should be aware that non-attendance may result in grades of zero (0.0) and that their financial aid may be jeopardized.

Classroom Decorum

Fitchburg State University expects students to act in a mature and responsible manner. Respect for the rights of others, openness to new and challenging ideas, civility and courtesy are examples of these expectations. They extend to the classroom as students are expected to positively contribute to the teaching and learning environment by demonstrating appropriate classroom behavior.

The Student Code of Conduct establishes that obstruction or disruption of teaching, administration, disciplinary system, the university or community or other university activities shall constitute a violation of the code of conduct (Item 2.01). Examples of inappropriate classroom behavior shall include but are not limited to: using derogatory, vulgar, or insulting language that has no academic merit to the discussion, sleeping in class, use of cellular devices, use of laptop for non-class related purposes, arriving or leaving while class is in session, and unsolicited talking in class. If a student exhibits these disruptive behaviors the faculty member may ask the student to stop the behavior and comply with the expected behavior of the classroom or leave the classroom. A faculty member may address the issue informally with the student to ensure that appropriate standards of behavior are met or pursue formal disciplinary action through the Office of Student Conduct, Mediation and Education.

Class Cancellations

Faculty absences are posted at the Hammond Information Desk and are available on a recorded telephone message system. Students may telephone the faculty absences/school closings recording at (978) 665-3580.

In the event of inclement weather, the cancellation of classes will be reported on the following radio stations: Boston television stations WBZ (Channel 4), WCVB (Channel 5) and WHDH (Channel 7). The campus radio station WXPL (91.3FM) broadcasts after 8 a.m. Commercial radio stations include the WEIM (AM 1280), WBZ (AM 1030), WXLO (104.5 FM). Cancellations are listed as Fitchburg State University only; any other Fitchburg listings do not pertain to the university.

Course Registration

At the 11th week of classes, students will receive notification via email of the registration period and instruction for registering for the following semester. Three weeks prior to registration is the university advising period. Students must meet with their advisors to review their academic progress and develop schedules for the upcoming semester. After agreeing on a selection of courses, the advisor will give the student their alternate pin, which will allow the student to register online in Web 4.

Add/Drop

During the first six class days of the semester, students may drop or add courses. Add/drop is done on line if the course still has seats or at the Registrar's office. This process, designed to save time and effort, holds the student responsible for any changes from the advisor-approved schedule. Students should confer with their advisors as well as, review their degree evaluation in Web 4, prior to making any changes that may affect regular progress toward graduation.

Course Load

The normal course load for each semester is 15 semester hours of credit. The minimum academic load for each semester for full time students is 12 semester hours of credit. A course load surpassing 18 semester hours is an overload and, as such, must be approved by the student's advisor and the dean of student and academic life. Students with a cumulative grade point average lower than 3.0 will usually not be granted authorization for an overload.

Withdrawal from Courses

After the drop/add period but prior to the end of the 11th week of the semester, students may withdraw from courses and receive a 'W' for a grade in each course. Course withdrawals are initiated by the student, who is solely responsible for completing the necessary paperwork. The student must obtain the appropriate form from the Registrar's Office and have it signed by the course instructor and their advisor. After the 11th week of classes, a grade of 0.0 is recorded. A waiver may be given for documented, critical extenuating circumstances.

Full time enrollment status requires that a student carry a load of 12 or more credits. Dropping below this level, either by dropping or withdrawing from courses, jeopardizes the student's eligibility for veteran's benefits, the Dean's List, honors, scholarships, varsity athletics, health insurance coverage and financial aid.

Withdrawing from Fitchburg State University

Students who leave Fitchburg State University, either during a semester or between semesters, must complete a withdrawal form, which may be obtained at the Student and Academic Life Office located on the main floor of the Hammond Building. Students who withdraw within the first eight weeks of the semester will receive a W in each course. Students who leave the university after eight weeks will receive a grade of 0.0 in all their courses.

Documented illness, injury or personal emergencies are considered extenuating circumstances that may allow students to withdraw from the university after the eighth week of classes without penalty. Students who withdraw from the university for one of these reasons should contact the Student and Academic Life Office. The decision to grant Ws will be made by the dean of student and academic life. Financial aid recipients who are considering withdrawal from the university are urged to contact the Financial Aid Office. Withdrawal may result in the student owing a balance to the university and/or owing a repayment to federal or state aid programs. Please contact the Financial Aid office for details prior to withdrawal.

Returning After Withdrawal

Students withdrawing from Fitchburg State University in good standing without completing a baccalaureate degree may return to the university by applying online at http://web.fsc.edu/registrar/readmissionapp/readmissionrequest.cfm. Students should submit requests to the Registrar's Office before May 1 to return for the fall semester or before November 1 to return for the spring semester.

Readmission is not guaranteed. The Registrar's Office will consider academic, financial and discipline records, in addition to space available, in granting or denying readmission.

Academic Standing

To be in good academic standing at Fitchburg State University, students must have a 2.0 or higher cumulative (cum) grade point average (GPA).

Academic Probation

Probation results if a student falls below the required 2.0 cumulative GPA. However, the student will be permitted to remain at Fitchburg State University with a minimum 1.6 cum if fewer than 33 semester hours have been attempted or with a 1.8 cum if fewer than 60 but 33 or more semester hours have been attempted.

Students who fail to achieve a 2.0 cum after attempting 60 semester hours may be continued on probation if they achieve a 2.5 semester GPA each semester until they again achieve a 2.0 cum.

Students placed on probation for the first time will remain eligible to hold elected or appointed office, to serve on campus committees or to be a member of an athletic team provided their academic progress is satisfactory. This policy can only be applied once during a student's attendance at Fitchburg State University. Any subsequent probationary status will lead to ineligibility for the aforementioned activities. This exception to the policy does not change the overall academic policies governing probation, suspension and dismissal. It deals only with eligibility under the circumstances cited above.

A student's financial aid will be continued during a probationary semester; however, a student must be maintaining satisfactory academic progress by the end of the probationary semester. For further information, please consult the Financial Aid Office.

Academic Suspension

All students failing to make satisfactory progress in the degree program to which they have been admitted may be suspended from Fitchburg State University. A student who has been suspended is considered suspended from all programs and divisions of the university; that is, once a student has been suspended, the student is ineligible to enroll in any credit courses at Fitchburg State University until they have been readmitted.

Any student who earns a grade point average of 1.0 or lower in their first semester of full-time study at Fitchburg State University will be suspended from the university: First year students with two successive semesters of a 1.6 or lower semester GPA are suspended at the end of the second semester.

Sophomore students (those who have attempted 33 to 59 semester hours) must attain a minimum 1.80 cum to be continued for the next academic year. Students with cums between 1.80 and 1.99 are continued on probation. Sophomore students with cums below 1.80 two successive semesters are suspended from Fitchburg State University.

Returning After Suspension

Students suspended from the university for academic reasons must remain away from the university for one semester before requesting readmission. The dean of student and academic life determines these readmissions. Any academic work completed in the interim is evaluated by the dean prior to readmission.

Academic Dismissal

Dismissal results when a student, after having been readmitted from suspension, fails to meet the required standards of satisfactory progress. Upon dismissal the person is no longer eligible to be a student at Fitchburg State University and may not enroll in course work of any kind in any division of the university for five years.

Grades

Final grades assigned for completed course work carry a corresponding point value. This point value, along with the credit hour value, determines a student's GPA each semester. Grades are awarded on a numerical scale as follows:

4.0	A	95-100
3.7	A-	92-94
3.5	A-/B+	89-91
3.3	B+	86-88
3.0	B	83-85
2.7	B-	80-82
2.5	B-/C+	77-79
2.3	C+	74-76
2.0	C	71-73
1.7	C-	69-70
1.5	C-/D+	67-68
1.3	D+	64-66
1.0	D	60-63
0.0	F	0-59
	IN	Incomplete
	IP	In Progress
	W	Withdrawn
	AU	Audit
	S	Satisfactory
	U	Unsatisfactory

All grades except 0.0, U, W, Inc and Au are passing grades and earn credit toward the baccalaureate degree, with the exception of Basic Math and Basic University Writing.

Sample Semester GPA Calculation

Using the point values of assigned grades and the credit hour values of courses taken, the following process is used to determine a semester grade point average.

Class	Grade		Hours		Points
ENG 2000	2.0	x	3	=	6
PSY 1100	2.5	x	3	=	7.5
MATH 2300	2.0	x	3	=	6
SPAN 1000	3.0	x	3	=	9
HIST 1000	4.0	x	3	=	12
Totals			15		40.5

40.5 total grade points ÷ 15 total credit hours = 2.70

Grade point average for the semester is 2.70.

Repeating Courses and Grade Substitutions

Repeating Courses after a Failing Grade

A student may repeat a course in which the assigned grade is a 0.0 or U (Unsatisfactory). In these cases, the new grade will be substituted for the original grade in calculating the student's cumulative GPA. The original grade, however, will continue to appear on the transcript. A new passing grade earned as transfer credit also eliminates the original failing grade in calculation of the cumulative GPA, although only transfer credits, not grades, are recorded on the official transcript.

Repeating Courses after a Passing Grade or Audit

A student may repeat once any Fitchburg State University course for which a 1.0, 1.5, or Au is earned. Courses must be taken at Fitchburg State University and, if at all possible, should be taken within the following year.

The grade for a repeated course (except in the case of second grade option*) will be computed along with the original grade in the cumulative GPA, but no additional credits will be applied toward graduation requirements.

The repeated course will be indicated as such on the student's transcript.

*Second Grade Option

The Second Grade Option allows only the grade earned when a course is repeated to be used in the calculation of a grade point average. Only the credits earned for the repeated course will apply toward graduation.

All grades earned for a given course will remain on a student's permanent academic record, which will indicate those courses repeated under the second grade option.

To take advantage of the second grade option, students must obtain approval from their advisor and file the appropriate paperwork with the Registrar's Office prior to midterm of the semester in which the course is being repeated.

Grade Changes

Students who believe they were given an incorrect grade should contact the instructor and bring the inaccuracy to their attention. If the instructor agrees that a mistake has been made, the instructor must complete a grade change form at the Registrar's Office. This form must be signed by the department chairperson and the dean of undergraduate studies.

Student Grievance

A student who is dissatisfied with a grade received or with any other aspect of instruction in a particular course is to confer with the instructor, who will explain the reasons for awarding the grade. If such a conference fails to achieve a satisfactory resolution, the student may then appeal to the department chairperson. If the matter is still not resolved, the student may appeal in writing to the dean of student and academic life to adjudicate the situation.

Transfer Credit

Credit received for courses completed at other regionally accredited institutions of higher education may be transferred to Fitchburg State University and applied toward degrees if the courses are equivalent to courses offered by Fitchburg State University or appropriate to programs at the university and the grade received was a 2.0 (C) or higher.

Credit for courses transferred with passing grades below 2.0 (C) may be approved if the credits are included as part of an articulation agreement/associate's degree program covered by the Commonwealth Transfer Compact. Approval of transfer credit may be authorized by the Registrar's Office or the dean of Undergraduate Studies.

Credit for courses transferred with passing grades below 2.0 (C) may be approved if the credits are included as part of an Articulation Agreement/Associates Degree program covered by the Commonwealth Transfer Compact. Approval of transfer credit may be authorized by the Registrar's Office or the dean of undergraduate studies.

Honors

The President's List honors students for consistently high academic achievement. Students are named to the President's List when they have attained a semester GPA of 3.75 or higher for three successive semesters while maintaining full time status.

The Dean's List honors students who have attained an average of 3.2 or better for the semester while maintaining full time status.

Major Changes

Students who want to change their majors or declare a second major should consult with the appropriate department chairperson for specific information about application for admission. Departments and programs have individual requirements and procedures, including minimum GPAs, formal application forms and designated admission dates. Access into some majors is also numerically limited. A change of major form must be completed first by the department chairperson of the student's new major and then by the department chairperson of the student's former or double major. When completed, the change of major form must be submitted to the Registrar's Office. The change of major form can be found at www.fsc.edu/registrar.

Transcripts

Transcripts are available at the Registrar's Office, located in the Sanders Administration Building.

Academic Integrity Policy

Every member of the University community is expected to maintain the highest standards of academic integrity. A student shall not submit work that is falsified or is not the result of the student's own effort. A student who is in doubt regarding standards of academic integrity in a course or assignment should consult the faculty member responsible for that course or assignment before submitting the work. A student's lack of understanding of the academic integrity policy is not a valid defense to a charge of academic dishonesty.

A student's name on any written or creative exercise (e.g., examination, report, thesis, theme, laboratory report, computer program, artistic production, etc.), or in association with an oral presentation, declares that the work is the result of that student's own thought and study. Any work that the student declares as his or her own shall be stated in the student's own words and produced without the assistance of others. Students must make clear through accurate citations when they make use of other sources. Talking during an examination, or possession or use of unauthorized materials or equipment during an examination constitutes an infringement of the academic integrity policy. Aiding and abetting academic dishonesty also constitutes a violation of the academic integrity policy.

Unless permission is received in advance from the faculty member in charge of the course involved, a student may not submit, in identical or similar form, work for one course that has been used to fulfill any academic requirement in another course at Fitchburg State University or any other institution. A student who perceives the possibility of overlapping assignments in courses should consult with the appropriate faculty members before presuming that a single effort will fulfill requirements of both courses. Students should consult course syllabi for additional guidance on matters of academic integrity.

When an alleged offense of the Academic Integrity Policy has occurred, the following process will apply:

1. If the accuser is a faculty member, and s/he decides to make a formal accusation of a violation of the academic integrity policy, the faculty member will provide the student with a letter describing the case for academic dishonesty within fourteen days of discovering the alleged infringement. This letter may be presented to the student in person or delivered to the student's home, local or campus address or mailbox, or Fitchburg State University email account. The student will either a) agree with the accusation of academic dishonesty and the sanction as imposed by the faculty member or b) disagree with the accusation of academic dishonesty. (A student cannot agree with the accusation of academic dishonesty but disagree with the sanction. Disagreement with a sanction, in other words, is not grounds for an appeal.)

   If the student has agreed with the accusation and signed the letter accordingly, the sanction identified by the faculty member will be imposed, and the matter will be considered closed. If the student disagrees with the accusation and again signs the letter accordingly, the student may appeal the matter to the university conduct board. With all formal accusations of a violation of the academic integrity policy, the faculty member will forward the letter with the student's signature and other relevant information to the Director of Student Conduct. (Proceed to No. 3 below.)
2. If the accuser is not a faculty member, and s/he decides to initiate the formal process, the accuser must submit a report and/or relevant information to the Office of Student Conduct within fourteen days of discovering the alleged infringement of the academic integrity policy.
3. Once a case is forwarded by a student or as an appeal (in the form of a report, signed letter and/or other relevant information), the Director of Student Conduct, or designee, will review all relevant information and either a) dismiss the incident due to lack of merit or timeliness or b) contact the accused student to schedule a conduct board hearing.
4. If the case goes to the conduct board, the board will determine whether the student is responsible or not responsible for violating the academic integrity policy. If the student is found responsible, the board will recommend sanctions to the Dean of Student and Academic Life, or designee, or, in the case of graduate students, the Dean of Graduate Studies. These sanctions will include those identified by the faculty member and, in the event a student has a prior disciplinary record, may also include the additional sanctions of:
   - a grade of zero on the assignment;
   - a failing grade in the course;
   - suspension from Fitchburg State University;
   - dismissal from Fitchburg State University;
   - or other sanctions.

5. In cases of undergraduate student violations of the academic integrity policy, the Dean of Student and Academic Life (or designee) will either impose the sanction recommended by the conduct board or determine that the sanction is excessive or inadequate and alter it accordingly. In cases of graduate student violations of the academic integrity policy, the Dean of Graduate Studies (or designee) will take the above action.
6. The student may make a final appeal to the president of the university only for a sanction of suspension or dismissal.

Note: If the student agrees with the academic dishonesty finding by the faculty member, the case will not go before the conduct board; however, if s/he has a prior disciplinary record, the Director of Student Conduct may pursue other charges and sanctions once the academic integrity issue has been resolved.

Acceptable Use Computer Policy

The Information Technology Department supports computing, networking and information resources for the students, faculty, and staff of Fitchburg State University. Computer facilities and services are offered in support of teaching and learning, research and public service. Access to the computer systems and networks owned and operated by Fitchburg State imposes certain responsibilities upon users, in accordance with existing university policies and local, state and federal law. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. This policy is established in an effort to help users understand what is expected of them. It sets guidelines regarding the issues of privacy and respect for property, ownership of data, system security, and misuse of the system.

The complete Acceptable use Computer Policy can be found on our website at http://www.fsc.edu/technology/policies/acceptableuse

End of the Spring Semester Event Policy

After the last day of classes, campus-wide social events may not be scheduled with the exception of Finals Frenzy (study break) activities.

Good Neighbor Policy

Students who reside in or visit the university neighborhood are expected, as members of the Fitchburg State University community, to demonstrate respect and concern for all members of the local community. As such, Fitchburg State expects students to demonstrate responsible citizenship in the local neighborhood. Several community service opportunities exist for students. Contact the Volunteer Center for more information.

To support the goal of being good neighbors, the following conduct (and any other of a like sort) will not be tolerated: excessive or unreasonable noise; sponsoring parties for profit (the illegal sale or distribution of alcoholic beverages which may include the use of tickets, T-shirts, mugs, cups and/or any other items as a price or condition of admission); sponsoring excessively large parties; serving minors; disorderly conduct; public drinking; use, sale or distribution of illegal drugs; harassment of neighbors; defacing or damaging property; interfering with the city of Fitchburg police or utility agencies in the performance of their duties; public urination; throwing objects out of apartment windows; and the use, sale, manufacturing or distribution of fake IDs.

Fitchburg State University students may be charged through the Student Discipline Systems for violating this policy and for misconduct, which arises off-campus, if the student is in violation of federal, state or local laws or university policy that brings into question one's suitability as a member of the university community. If found responsible, students will be subject to sanctions up to and including loss of residence or suspension or dismissal from the university.

Human Studies Policy

The university has established a Human Studies Policy and a Human Studies Committee, which reviews and approves the adequacy of protection provided for human subjects serving as research subjects. The university is cognizant of its responsibility to protect the privacy, safety, health, and welfare of such subjects. A copy of this policy may be obtained in the Office of Academic Affairs.

Non-Discrimination Policy & Affirmative Action Policy

It is the policy and commitment of Fitchburg State University not to discriminate on the basis of race, religion, color, age, gender, sexual orientation, disability, veteran status, marital status, or national origin in its educational programs, activities, admissions, or employment policies, and to comply with the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; Title IX of the Educational Act of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974; the Civil Rights Restoration Act of 1988; Americans with Disabilities Act of 1990; the Civil Rights Act of 1991; and pertinent laws, regulations, and executive orders, directives of the Board of Higher Education of the Commonwealth of Massachusetts, the Commonwealth of Massachusetts, and other applicable state and federal statutes. Inquiries concerning the application of, or compliance with, the laws and regulations prohibiting such discrimination should be addressed to:

- Director of Human Resources/Affirmative Action and designated Title IX coordinator, (978) 665-3172;
- Jay Bry, assistant vice president for administration, (978) 665-3131; or
- Office of the Assistant Secretary of Civil Rights, U.S. Department of Education, Office for Civil Rights, Customer Service Team, 550 12th Street, SW, Washington, D.C. 20202-1100, (800) 421-3481

Policy Against Gambling

(Item 2.06) Illegal gambling is not permitted at Fitchburg State University. Examples of prohibited conduct include, but are not limited to, the following activities:

- Betting on or selling "pools" pertaining to athletic or other events
- Card-playing, either "in person" or in an online environment, for money
- The use of college property, including phones and internet servers, for illegal gambling activities
- Involvement in bookmaking activities
- Online gambling, which the United States Government has deemed to be illegal.

The University recognizes that, for some individuals, gambling can become a destructive pattern of behavior. Resources are available on campus to assist individuals that may be experiencing problems related to gambling. The Counseling Services Office (978-665-3152) or the Massachusetts Council on Compulsive Gambling (1-800-426-1234, www.masscompulsivegambling.org) can provide such resources as appropriate.

Policy Against Hazing

In 1985, the Massachusetts legislature passed legislation entitled, An Act Prohibiting the Practice of Hazing, and amended the legislation in 1987 to increase the penalties for those who practice hazing. This legislation appears in Chapter 536 of The Acts of 1985 and in Chapter 665 of The Acts of 1987, and requires Fitchburg State University to certify that the university has adopted a disciplinary policy with regard to the organizers and participants in hazing. Accordingly, the following policy has been adopted:

Hazing is defined as any conduct or method of initiation into any student organization, team, group, etc., whether on public property, which willfully or recklessly endangers the physical or mental health of any student or other person no matter how good the end result or intent. Such conduct includes but is not limited to:

- Applying any substance to a person's body or belongings, such as whipped cream or paint
- Forced listening to loud, repetitive music or recordings
- Whipping, paddling or other beating
- Personal servitude
- Pranks such as streaking, panty raids, scavenger hunts, etc.
- Forced or coerced wearing of conspicuous clothing not normally in good taste, such as togas
- Extended deprivation of sleep, adequate study time, rest or extended isolation
- Forced or coerced branding/tattoos
- Deprivation of food or water
- Forced calisthenics
- Exposure to settings or conditions that adversely affect the physical health or safety of any student or which subjects such student or other person to extreme mental stress
- Individual or group interrogations
- Involuntary consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person

Hazing is banned in any form as a practice by an organization, group or team, etc. using the Fitchburg State University name, or claiming to act in any way under the supervision of Fitchburg State University. Any individual or organization found responsible of practicing hazing, in any form, is subject to penalty, including dismissal from Fitchburg State University, and, in the case of a recognized student organization, loss of recognition. An individual in an alleged violation of the Hazing Policy may not use consent as an acceptable reason for participation. Anyone with knowledge that another person is the victim of hazing shall immediately report such act to the vice president for Student Affairs or designee.

Fitchburg State University shall issue to every student organization, team, group, etc. which is recognized by Fitchburg State University or is known to exist as an unaffiliated student group, student team or student organization a copy of the Fitchburg State University Hazing Policy and Chapter 536 of The Acts of 1985 and in Chapter 665 of The Acts of 1987.

Policy Against Sexual Assault

Fitchburg State University prohibits any member of the university community, male or female, from sexually assaulting another employee, student or other person having dealings with the institution.

For the purposes of this policy, the university community defines sexual assault as any kind of sexual physical contact that involves force or any form of coercion or intimidation. Also prohibited is sexual contact with a person who is unable to consent.

Sexual physical contact includes the intentional touching of another person on an area of the body generally recognized as a private part of the body, or touching any part of another person's body with a private part of one's own body. An unwelcome touch may be considered sexual physical contact no matter how slight it is.

A person who is unable to consent includes, but is not limited to, any person under age 16, anyone who is physically helpless, or anyone who is mentally incapacitated. A physically helpless person is considered to be one who is unconscious, or for any other reason unable to communicate unwillingness to engage in any act. A mentally incapacitated person may be one who is under the influence of alcohol or a drug, or who is mentally incapable of understanding the implications and consequences of any act.

Although any possible violation committed by the victim at the time of the assault is subject to review by the vice president for student Affairs, the primary focus of any disciplinary action will be placed on the sexual assault violation.

Use of alcohol or any other drug to render another person mentally or physically incapacitated as a precursor to or part of a sexual assault, as previously defined, is prohibited.

The university urges victims to come forward with a report of any incident. An array of police, medical, psychological, administrative and disciplinary services are in place and immediately available to students reporting a sexual assault. Fitchburg State University is committed to supporting students' exercise of informed choice among these services and insuring anonymity within the confines of legal requirements to report a sexual assault.

Off-campus support and judicial services may play important roles, and Fitchburg State University provides support services to students who choose to seek criminal or civil prosecution as well as disciplinary action under Fitchburg State's Student Discipline Systems.

In accordance with the Campus Sexual Assault Victims' Bill of Rights, as a part of the Higher Education Amendments of 1992, (Public Law 102-325, section 486(c)), the survivor is entitled to the following rights:

- The survivor will have the same opportunity to have others present during campus disciplinary proceedings as the accuser.
- The survivor will be informed of the outcome of any campus disciplinary proceeding.

  The survivor has the option of notifying municipal and/or campus law enforcement of a sexual assault.
- The survivor will be informed of available on-campus counseling services.
- The survivor will be notified of options available for changing academic and living arrangements.

In accordance with the Cleary Act, anonymous statistics of sexual assaults will be maintained by the director of counseling services and reported to Campus Police.

The survivor of sexual assault may report an assault to Campus Police as follows:

Informal Report

Survivors of sexual assault may informally report a sexual assault to Campus Police. Campus Police will inform the survivor of their rights and options. A police investigation will not be conducted.

Criminal Complaint

The survivor of sexual assault may make a criminal complaint of sexual assault with Campus Police. Campus Police will inform the survivor of their rights and options. A police investigation of the assault will be conducted. The survivor will be a part of the decision process with regard to prosecution. If the investigation indicates that the case should be prosecuted, the case may be referred to the Worcester County district attorney for prosecution, regardless of the survivor's wishes. This would be rare, but could occur if a crime was particularly brutal or if there were unusual circumstances, which require prosecution to protect the community.

The survivor may choose to orally report a sexual assault without pressure to submit a written report. Written reports may be submitted to Campus Police 24 hours a day, seven days a week.

Individuals interested in submitting an incident report involving allegations of sexual assault are encouraged to contact the Campus Police or the vice president of Student Affairs about available options.

Policy Against Sexual Harassment

Fitchburg State University prohibits any member of the university community, male or female, from sexually harassing another employee, student or other person having dealings with the institution.

Sexual harassment is a form of behavior which fundamentally undermines the educational, and employment goals and philosophy of Fitchburg State University. By definition, sexual harassment is a form of discrimination which consists of unwelcome verbal, non-verbal and/or physical contact of a sexual nature which has the effect of interfering with student or employment status by creating an intimidating, hostile or offensive work or learning environment. Such behavior constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational or living environment.

Examples of harassment may include but not be limited to: verbal harassment or abuse; subtle pressure for sexual activity; sexist remarks about an individual's clothing, body or sexual activities; unnecessary touching, patting or pinching; demanding sexual favors accompanied by implied or overt threats concerning one's job, grades or letter of recommendation, etc.; and physical sexual assault.

Students who are aware of any incident involving harassment of any kind or who believe they are being sexually harassed, are strongly encouraged to confidentially consult with the affirmative action officer or the vice president for Student Affairs.

Poster Policy

Only organizations recognized by the Student Government Association (SGA) can promote events. An individual cannot promote an event using a poster, flyer or promotional items on an SGA bulletin board. Example: a local concert or party at a club cannot be advertised by an interested person or employee who attends Fitchburg State University. The individual may have to appear before the Student Discipline Systems for this offense.

The organization's name must appear on the poster, flyer, notice, table tent or handout. The advertisement will be removed if the sponsoring organization's name does not appear anywhere on the item.

No poster may contain any advertising for, reference to or theme of alcohol. For example: names of beer brands, pictures of alcohol, Booze Cruise, Get Wrecked Party, Free Drinks, 2 for 1, Open Bar; or any numerical prices for drinks, such as 0 cents suds, $1 for a drink or $4 a pitcher. These will not be approved. Mass posting in parking lots is not allowed.

Only SGA bulletin boards can be used to display posters. Administrative and departmental bulletin boards are not to be used.

All posters/flyers must be SGA approved with the official stamp and signed by a current SGA member. Those not stamped and signed will be removed. In the event of multiple flyers, one flyer must be stamped and kept on display in the SGA Office. No more than 40 flyers or notices will be approved unless requested in writing to the Public Development Committee.

All posters/flyers will be approved for a maximum of 14 days. Items must be removed by the sponsoring organization by the expiration date.

No poster larger than 3 feet by 3 feet will be approved. Larger ones will be removed.

All flyers and notices of wanted, for sale, for rent and services such as typing must also beapproved by the Office of Student Development.. A maximum of two copies for each posting of this type are allowed.

All flyers must be placed in specific bulletin board space. If the flyer is found outside this space for any reason or is not SGA approved, the poster will be removed and no poster for the same individual, address or phone number will be approved for the remainder of the semester. Please refer to the bulletin board locations at the end of this section.

Posters found covering other posters or in violation will be taken down. Posters in violation will be kept in the SGA Office for 24 hours. The organization in violation will then be notified of the offense. Poster privileges of the organization will be revoked until it meets with the Student Organization Committee (SOC).

After two violations in one semester, the SOC will decide on appropriate disciplinary action or refer it to the Student Discipline Systems.

Unauthorized persons found taking down posters may be brought to the Student Discipline Systems. Authorized persons are members of the SOC, the Office of Student Development, or any official SGA member.

Any specific concerns should be submitted to the SGA in writing two weeks in advance.

Posters from outside vendors are approved in the Campus Center Office.

SGA Bulletin Boards are located as follows:

- Thompson Hall lobby
- Edgerly Hall on the left when entering either door from Quad
- Condike Science Building front door
- Anthony Building hall bulletin board
- Conlon Fine Arts Building front lobby
- Three specified SGA bulletin boards in the Conlon Industrial Arts Building;
- Designated area in Hammond Campus Center
- Commuter Café
- Percival Hall lobby

Off-campus advertisements must be approved in the Office of Student Development; posting will be done by office staff. Poster size is limited to 8.5 inches by 11 inches and posting is limited to designated G-lobby bulletin boards.

Privacy and Confidentiality Regulations

A Fair Information Practices Act (FIPA) administrator directs the Privacy and Confidentiality Regulations. Copies of the regulations as part of FIPA Chapter 766 (of the Acts of 1965) are posted on bulletin boards at the university and kept on file at the Registrar's Office. Students should note that if any of these regulations should conflict with applicable provisions of the Federal Privacy Act of 1974 as amended, or with any regulations promulgated pursuant to said act, the provisions of said federal act or federal regulations shall control.

Raffle Policy

Recognized student organizations may sponsor raffles when authorized by the director of Student Development and Campus Center and coordinated with the Financial Services Office. All raffles must be conducted in compliance with the Massachusetts General Laws Chapter 271, Section 7A.

Smoking Policy

Effective July 1, 1994, Fitchburg State University became a smoke-free environment. Smoking is not allowed inside any university building including residence halls.

Those members of the university community who have special difficulties in complying with a smoke-free environment are urged to seek the assistance of either the Human Resources or the Health Services offices.

Solicitation Policy

Each year the university receives requests from students, community and national agencies to sell products or services on the campus. To ensure student privacy, the university adheres to the following policy: no individual solicitation of any kind will be permitted except when students wish to market a product or service which is unavailable through present campus agencies and which is needed by the campus community as determined by the Student and Academic Life Office. Recognized campus organizations may, however, solicit for worthy projects. Permission for solicitation must be obtained from the Student Development Office. All organizations or individuals not affiliated with the university who wish to distribute printed materials must work with the director of student development.

Student Code of Conduct

Fitchburg State University expects its students to act in a mature and responsible manner. Respect for the rights of others, openness to new and challenging ideas, civility and courtesy are examples of this expectation The Student Discipline System has been established to address alleged violations of the Student Code of Conduct.

The goal of the Student Discipline System is to support the educational mission of the university by ensuring that an atmosphere of acceptance, curiosity and integrity is maintained on the campus.

Specific information about the Student Code of Conduct can be found in the Office of Student Conduct, Mediation and Education's handbook.

Student Parking Policy

All individuals must obtain a parking permit to use university regulated parking facilities, with the exception of the Wallace Civic Center parking lot. Permit holders must adhere to all parking regulations, which are available from either the Housing and Residential Services or Campus Police offices. Permits are available at Housing and Residential Services. The university is not responsible for any loss or damage to vehicles while parked in lots on the main campus or at the Civic Center.

Shuttle Bus Parking

Fitchburg State University has a limited number of parking spaces on the main campus and for this reason the university offers additional parking at the Fitchburg State University Wallace Civic Center to provide satellite parking serviced by shuttle bus transportation. This parking is available 24 hours a day, with shuttle bus service running between the hours of 7 a.m. to midnight Monday through Friday, and 4:30 p.m. to midnight on Sundays during the school year. The shuttle service is free of charge and no permit is required to park at the Civic Center lot.

Parking Permits

Students who operate a motor vehicle on the property of Fitchburg State University must obtain a parking permit in order to use university regulated parking facilities. Permits are available at the Housing and Residential Services Office from 8 a.m. to 5 p.m. Monday through Friday. The individual's status with the university determines the type of permit assigned. To obtain a permit, present a valid Fitchburg State University OneCard at the office and pay the permit fee. Permit fees must be paid in full and are non-refundable. Permits must be properly displayed before the permit is considered valid. No vehicle may display more than one current permit. Vehicles doing so are subject to violation fines.

Students may also obtain parking lot maps and a parking rules and regulations guide at the Housing and Residential Services Office.

Snow Removal

The university has established a snow removal policy in order to facilitate the removal of snow from parking areas. When school has been cancelled due to inclement weather, all motor vehicles must be removed from all staff and commuter student parking area within one hour of the official closing of school.

Resident students are responsible for checking for snow removal and lot closure information by calling (978) 665-3006. Snow removal may take place over a period of days, and staying aware of parking policies during this time is the permit holder's responsibility. Vehicles will often be required to be moved to the Civic Center parking lot to allow for plowing operations. Shuttle transportation will be provided to transport students back and forth from campus.

The complete snow removal policy is outlined in the parking rules and regulations guide. All vehicles found to be impeding snow removal operations will be ticketed, towed and stored at the owner's expense.

Excessive Violations

Students who have five or more unresolved violations regardless of the age of the violation will have a hold placed on their Fitchburg State University records, which can prevent such functions as registration, issuance of transcripts and financial transactions. Students who have 10 or more parking violations, resolved or unresolved within an academic year, may be towed and/or referred to the Student Conduct Office for disciplinary action, which could include the loss of parking privileges.

Use of the Quad

The Quad is a public area of campus to be used casually by members of the university community in a safe manner. The Quad area should be used for study, leisure and relaxation, and not as an athletic/recreation venue for non-university sponsored events. The exception to this policy is an organized, sponsored activity that is coordinated through the Office of Student Development and Campus Center.

Introduction

Only in an environment free of substance abuse can the university fulfill its mission of developing the professional, social, cultural and intellectual potential of each member of its community. The use of illicit drugs and alcohol impairs the safety and health of students and employees, inhibits personal and academic growth and undermines the public's confidence in the university. For these reasons, it is the policy of Fitchburg State University that all university activities and university property shall be free of the unlawful use of drugs and alcohol.

Drug-Free Schools and Communities Act

Amendments of 1989 Public Law 101-226

Fitchburg State University, in accordance with both federal legislation and existing university policy, is committed to providing a drug free, healthful, and safe environment for all faculty, staff and students. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, and the unauthorized possession or use of alcoholic beverages on campus or as part of any university activity or business off university premises is prohibited. If it is determined that a violation of this policy has occurred, disciplinary action up to and including, dismissal (expulsion) of students, and referral for prosecution may result as deemed appropriate. Applicable legal sanctions for the unlawful possession or distribution of drugs and alcohol are summarized in the following section.

This information appears here to meet the requirements of the Drug Free Schools and Communities Act. In addition to this policy, other university policies remain in force. These policies are outlined in detail in this section of your handbook.

General Provisions

The students and employees of Fitchburg State University shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances, drug paraphernalia or alcohol. Any individual who violates this prohibition will be subject to disciplinary action. Sanctions may include dismissal (expulsion) or firing from the university, mandatory participation in an alcohol/drug abuse assistance or rehabilitation program, as well as referral of the matter to law enforcement agencies for prosecution.

Students and employees are required to notify the university's director of human resources, and, in the case of students, the director of financial aid, within five days of being convicted of violating a criminal drug statute in the workplace.

University Alcohol Policy

Fitchburg State University is a community dedicated to the academic, professional and personal development of its members and is committed to educational and social programs that promote such development. Personal and communal responsibility with regard to the university's alcohol beverage policy is essential in ensuring that Fitchburg State's environment is conducive to student learning and development. This alcohol policy assumes that any student who consumes alcohol accepts responsibility for their conduct. Being intoxicated will not be accepted as an excuse for conduct that violates the Student Code of Conduct. Any student found to allegedly violate this alcohol policy will be subject to the Student Discipline Systems.

General Provisions

Fitchburg State University enforces all state laws and city ordinances regarding the possession, use and sale of alcoholic beverages, including those prohibiting drinking by individuals under 21 years of age. The law also forbids falsifying age and identification cards. University policy restricts when, where and how alcohol may be served on campus or at university-sponsored activities or events and the amount of alcohol that a resident student or guest may bring into the residence halls.

Use or possession of alcoholic beverages in public areas (campus grounds, athletic events, parking lots, academic buildings, dining hall, Campus Center) is prohibited, except when approved by the associate dean of student and academic life. Open containers of any alcoholic beverage is prohibited.

Public intoxication while on university property or at university-sponsored activities or events is prohibited.

Hard liquor is prohibited on the Fitchburg State University campus. Hard liquor includes rum, vodka, gin, whiskey, and other similar liquors as well as mixed drink coolers.

Drinking funnels are prohibited on university property or at university-sponsored activities or events. Any activities that promote or encourage drinking, such as drinking games, are prohibited.

Prevention & Awareness Programs

Abuse prevention programs are in place on campus, administered by the Substance Awareness Office in conjunction with campus departments. The programs provide training and direct services to the university community and offer preventative educational and outreach activities.

University supervisors, as well as student staff in the residence halls, receive training on issues regarding drug and alcohol use and abuse on a regular basis. Counseling Services staff and Housing and Residential Services staff are available for consultation concerning individual students with alcohol or drug problems. Individual or group counseling is available to any student who seeks assistance for a drug and/or alcohol problem. In addition, attendance at an evaluation session may be required as part of a disciplinary sanction.

Human Resources, Counseling Services and Health Services have established working relationships with area hospitals, community mental health centers and other social service agencies to facilitate referrals when treatment is needed. A Substance Awareness Resource Guide is available at the Substance Awareness Office for listings of campus and community agencies, meetings and information about substance use/abuse.

Parental Notification

As recommended by the Massachusetts Board of Higher Education and permitted by the Family Educational Rights and Privacy Act (FERPA), Fitchburg State University will notify parents/guardians when Fitchburg State students under the age of 21 have been found responsible through the Campus Living Discipline System for violating the university's Alcohol, Drug and Good Neighbor policies.

Federal and State Drug Laws

Summary of legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol provided in compliance with the drug free schools and communities act

Local, state, and federal laws make illegal uses of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service. A felony conviction for such an offense can prevent an individual from entering many fields of employment and licensed professions. Cities and towns in Massachusetts, specifically Fitchburg, prohibit public consumption of alcohol and impose fines for violation. The Metropolitan District Commission and the State Division of Forest and Parks also prohibit public consumption of alcohol in parks.

Massachusetts laws prohibit sale or delivery of alcoholic beverages to persons under 21 with a fine of up to $2,000 and six months imprisonment, or both for violations. Misrepresenting one's age or falsifying identification to obtain alcoholic beverages is punishable by a fine of $300. A first conviction of driving under the influence of alcohol has a penalty of a $1,000 fine, one year revocation of driver's license, up to two years in prison, and mandatory participation in an alcohol rehabilitation program.

Massachusetts has criminal penalties for the illicit use of controlled substances (or drugs), with penalties varying with the type of drug. In general, narcotics, addictive drugs, and drugs with a high potential for abuse have heavier penalties.

A law enacted in Massachusetts in August 1990 imposes a mandatory minimum of five years imprisonment for causing, inducing or abetting a person under 18 years old to distribute, disperse or possess with intent to distribute controlled substances, or to deliver or possess money in conjunction with such controlled substances.

Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served.

It is illegal in the state of Massachusetts to be in a place where heroin is kept and to be in the company of a person known to possess heroin. Anyone in the presence of heroin at a private party risks a serious drug conviction. Sale and possession of drug paraphernalia is illegal in Massachusetts.

Persons convicted of drug possession under state or federal law may be ineligible for federal student grants and loans for up to one year after the first conviction and five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first, 10 years after the second and permanently after the third conviction.

Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a university or school. Federal law sets greatly heightened prison sentences for the manufacture and distribution of drugs if death or serious injury results from use of the substance.

Off-Campus Functions

If a function is held off-campus, the contracted server must agree in writing that it agrees to assume all responsibility for serving alcoholic beverages. The sponsoring organization must provide transportation to the function sufficient to accommodate the anticipated number of attendees.

Alcoholic beverages may not be served in common sources, such as kegs, beer balls, boxed wines, punch bowls, pitchers, carafes, cases, tubs, etc.

Alcohol in the Residence Halls

Underage residents and their guests (regardless of age) may not possess or consume alcohol. Underage residents and their guests (regardless of age) may not be present in any residence hall room where alcohol is present.

There are also reasonable limits to the amount of alcohol that a resident student age 21 or older and his/her guest age 21 or older may possess in the residence halls at any given time. This is a privilege and not a right. Students may not store empty containers in the residence halls and are encouraged to participate in recycling programs. Limits apply to full, partially full or empty containers:

- One 4-pack of wine coolers, or
- One 6-pack of 12 oz. beers, or
- One 6-pack of 12 oz. malt beverages, or
- One bottle of wine no larger than 750 ml.

Common sources of alcohol, such as boxed wines, beer balls, beer kegs, cases and punch bowls of any amount of alcohol over the limits specified are prohibited in the residence halls.

The commercial delivery of alcoholic beverages to the residence halls is prohibited.

Alcohol at Student Activities and Campus Center Events

Recognized student organizations must register all on and off-campus events with the associate dean of student and academic life. Failure to register an event is a violation of this alcohol policy and the Responsibilities of Recognized Student Organizations section in the Student Handbook.

Recognized student organizations in good standing are permitted to have alcoholic beverages at on and off-campus functions when authorized by the associate dean of student and academic life. The sponsoring organization shall abide by the established laws of the Commonwealth of Massachusetts, ordinances of the city of Fitchburg and policies of Fitchburg State. If alleged violations occur, the sponsoring organization may face civil prosecution, which can result in fines and/or imprisonment and will be subject to the Student Discipline Systems.

University funds and/or student fees may not be used to purchase alcoholic beverages for student use (with the exception of Pub stock). Recognized student organizations may not offer alcoholic beverages free of charge to any event participant.

Participants may not bring their own alcoholic beverages to any event.

When alcoholic beverages are served, food and nonalcoholic beverages (not water) must be made available. The cost of these refreshments must not be prohibitive. Alcoholic beverages may not continue to be served if nonalcoholic beverages run out.

When alcoholic beverages are served, the function must be supportive of alcohol education programs that encourage responsible decisions about the use or non-use of alcohol beverages.

Alcoholic beverages may not be provided as awards.

Advertising Guidelines

All posters, banners and other advertising materials must be approved by SGA prior to being distributed on campus.

All advertising must conform to the Student Code of Conduct.

Advertising promoting alcoholic beverages must not encourage any form of alcohol abuse or place any emphasis on quantity and frequency of use. The consumption of alcoholic beverages must not be portrayed as the focus of any function.

Advertising of alcoholic beverages on campus may not portray drinking as a solution to personal or academic problems, or as necessary for social, sexual or academic success.

Advertising of alcohol beverages and other promotional beverages may not associate alcoholic beverage consumption with the performance of tasks that require skilled reactions such as driving or playing sports.

On-Campus Functions

The Underground Pub holds a license through the city of Fitchburg to serve beer and wine to individuals age 21 or older upon presentation of proper identification. For events in locations other than the Pub, beer and wine service must be provided by Chartwells, which holds a separate liquor license.

Safeguards must be taken to ensure an orderly function to protect the rights of other members of the community against undue interference, noise and other disturbances. Whenever alcoholic beverages are served at an on-campus event with expected attendance of at least 125, a public safety officer must be present for the duration of the event. The cost to hire the public safety officer must be borne by the sponsoring organization.

In order to be served alcoholic beverages, individuals must present two forms of identification: a current Fitchburg State University ID card and a driver's license or similar ID.

To prevent underage drinking at events where students age 21 and younger are present; the serving of alcoholic beverages will be limited to one drink per person age 21 or older.

Procedure for Alcohol and other Drug Violations

The following minimum sanctions have been developed to educate students and to ensure an environment that supports the academic mission of the university. Sanctions have been developed to respond to repeated violations during an academic year. Provided sanctions are completed, violations will not be cumulative beyond the academic year in which they occur.

The university's response to students found in violation of the alcohol policy will result in the following minimum sanctions:

First Offense

1. Deferred Loss of Residence for one semester (or a probationary status if the student is a commuter);
2. Completion of an online alcohol assessment;
3. $30 fine;
4. A letter home if the student is under 21 at the time of sanctioning

Second Offense

1. Loss of Residence for one semester (or other sanctioning of the student is a commuter);
2. Completion of a two-session alcohol assessment;
3. $60 fee for alcohol assessment;
4. A letter home if the student is under 21 at the time of sanctioning

Third Offense

1. Suspension from Fitchburg State University;
2. Referral made for professional counseling

Common Source Violations

Students will automatically receive loss of residence for at least one academic semester and restriction from all residence halls during that time.

Parental Notification

As recommended by the Massachusetts Board of Higher Education and permitted by the Family Educational Rights and Privacy Act (FERPA), Fitchburg State University will notify parents/guardians when students under the age of 21 have been found responsible through the Discipline System for violating the university's alcohol, drug and good neighbor policies.

Other Sanctions

The university may impose additional sanctions as appropriate. Refer to the Student Code of Conduct for a complete listing of sanctions.

Student Organization Sanctions

The university's response to recognized student organizations found in violation of the above policy will result in the following minimum sanction:

University/Educational Service

Recognized student organizations will be assigned an appropriate project or attendance at an alcohol education workshop.

Other Sanctions

The university may impose additional sanctions as appropriate. Refer to the Student Code of Conduct and Student Discipline Systems section in the Student Handbook for a complete listing of sanctions.

Procedure for Substance Abuse Violations

The university's response to students found in violation of the drug policy will result in the following mimimum sanctions:

Residents

First Offense

The student is required to complete an online drug assessment. The student faces loss of residence for at least one academic semester, restriction from all residence halls during that time, and deferred suspension from Fitchburg State University for at least one academic semester.

Commuters

First Offense

The student is required to complete an online drug assessment. The offense also includes payment of a $60 fine, and deferred suspension from Fitchburg State University for at least one academic semester.

Resident and Commuter Students

Second Offense

The second offence calls for suspension from Fitchburg State University for at least one academic semester and referral for an alcohol or drug evaluation.

Third Offense

Upon returning to Fitchburg State University after suspension, any further alcohol or drug violation may result in the student's dismissal (expulsion) from Fitchburg State University.

Distribution

Students found distributing illegal substances will be dismissed/expelled from Fitchburg State University.

Criminal Sanctions

In general, severe sanctions may be imposed upon an individual who manufactures, distributes or possesses controlled substances such as marijuana, cocaine, crack or prescription drugs. The penalties may be doubled for offenses occurring on or near the university. These penalties include fines and imprisonment.

The illegal purchasing of alcohol, the illegal possession of alcohol or the providing of alcohol to minors carries penalties, including fines and imprisonment.

Additional Assistance

Help concerning drug and alcohol-related problems is available from several sources. Individuals needing personal assistance, individuals who know of someone who needs help, or individuals with questions concerning alcohol and drug abuse may contact in confidence any of the following.

- Substance Awareness Office
- Counseling Services
- Human Resources
- Health Services
- Department of Public Health, Substance Abuse Division, (800) 327-5050

Guidelines for Substance Abuse Counseling/Treatment

Students are encouraged to reflect very seriously upon their own attitudes and actions with regard to alcohol abuse and to seek out information and counseling assistance through the Fitchburg State University Counseling Services Office, Health Services Office, the associate dean of student and academic life or other personnel as may be appropriate. All currently enrolled students may obtain counseling through the Office of Counseling Services located on the third floor of the Hammond Campus Center. To make an appointment to see a clinician, call (978) 665-3152. Referrals to resources in the community can also be provided. A selection of some of these relevant resources include:

Alcoholics Anonymous

Alcoholics Anonymous® is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. For a listing of local meetings you may visit http://www.aa.org.

Adult Children of Alcoholics

A listing of local meetings may be found at http://www.adultchildren.org.

Narcotics Anonymous

This self-help group can be reached locally at (508) 756-2284. Additional information can be found at http://www.na.org.

Other Off-campus Information and Referrals

See the listings on the Counseling Services Web site, www.fsc.edu/counseling, on the Substance Abuse page and also under Web Links and Resources.

Health Risks of Substance Abuse

The use of alcohol and other drugs, even infrequently, may seriously damage one's health. The university's health service or an individual's health care provider can provide more extensive information on the effects of specific substances on an individual's health. Risks include, but are not limited to the following:

- Excessive use of alcohol is associated with liver damage, hypertension, brain damage and a weakened immune system.
- Cocaine or crack use may be fatal, depending upon the cardiovascular response of the user. This drug is highly addictive and withdrawal results in severe depression.
- Tranquilizers and sedatives are also highly addictive, even in low doses. Use of these drugs in conjunction with alcohol is extremely dangerous and may result in the user becoming comatose.
- The intravenous use of drugs carries the additional risk of infection due to shared needles. HIV and hepatitis are transmitted in this way.
- Marijuana has properties of both depressants and stimulants and is considered a psychoactive drug. Marijuana contains more tar than tobacco and causes lung and bronchial disease, a chronic dry cough and respiratory irritation. Continued marijuana use has also been connected with memory loss and a motivational syndrome.
- Tobacco smoke contains carbon monoxide and may cause cancer and bronchial disease, a chronic cough and respiratory irritation. Smoking by pregnant women may result in fetal injury, premature birth and low birth weight. Chewing of tobacco may cause cancer.

Controlled Substances—Uses and Effects

Narcotics

Possible Effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea

Effects of Overdose: Slow and shallow breathing, clammy skin, convulsions, coma, possible death

Withdrawal Syndrome: Watery eyes, runny nose, yawning, loss of appetite, irritability

Drug Name	Trade/Other Names	Medical Uses	Dependence Physical/Psychological
Opium	Dover's Powder, Parepectolin	Analgesic, antidiarrheal	High/High
Morphine	MS-Conen, Rosanol, Rosanol SR	Analgesic, antitussive	High/High
Codeine	Tylenol x/codeine, Robitussin A-C	Analgesic, antitussive	Moderate/Moderate
Heroin	Horse, Smack	None	High/High
Hydromorphone	Dilaudid	Analgesic	High/High
Mependine	Demerol, Mapargan	Analgesic	High/High
Methadone	Methadose, Dolophine	Analgesic	High/High-Low

Depressants

Possible Effects: Slurred speech, disorientation, drunken behavior without the odor of alcohol

Effects of Overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death

Withdrawal Syndrome: Anxiety, insomnia, tremors, delirium, convulsions, possible death

Drug Name	Trade/Other Names	Medical Uses	Dependence Physical/Psychological
Chloral Hydrate	Noctec	Hypnotic	Moderate/Moderate
Barbiturates	Amytal, Seconal, Nembutal	Anesthetic, sedative hypnotic, anticonvulsant	High-Mod./High-Mod.
Benzodiazepines	Dalmane, Xanax, Librium, Valium	Antianxiety, sedative	Low/Low
Methaqualone	Quaalude	Sedative, hypnotic	High/High
Glutethimide	Doridan	Sedative, hypnotic	High/High

Stimulants

Possible Effects: Increased alertness, excitation, euphoria, increased pulse rate, insomnia, loss of appetite

Effects of Overdose: Agitation, increase in body temperature, hallucinations, convulsions, possible death

Withdrawal Syndrome: Apathy, long periods of sleep, irritability, depression, disorientation

Drug Name	Trade/Other Names	Medical Uses	Dependence Physical/Psychological
Cocaine	Coke, Flake, Snow, Crack	Local anesthetic	Possible/High
Amphetamines	Dexadrine, Obetrol, Delcobese	Attention deficit disorder, weight control, narcolepsy	Possible/High
Phenmetrazine	Preludin	Weight control	Possible/High
Methylphenidate	Ritalin	Attention deficit disorder	Possible/Moderate

Hallucinogens

Possible Effects: Illusions and hallucinations, poor perception of time and distance

Effects of Overdose: Longer, more intense "trip" episodes, psychosis, possible death

Withdrawal Syndrome: Withdrawal syndrome not reported

Drug Name	Trade/Other Names	Medical Uses	Dependence Physical/Psychological
LSD	Acid, Microdot	None	None/Unknown
Mescaline/Peyote	Mesc, Button, Cactus	None	None/Unknown
Amphetamine	DMA, MDMA, STP, MDA	None	Unknown/Unknown
Phencyclidine	PCP, Angel dust, Hog	None	Unknown/High

Cannabis

Possible Effects: Euphoria, reduced inhibitions, increased appetite, disorientation

Effects of Overdose: Fatigue, paranoia, possible psychosis

Withdrawal Syndrome: Insomnia, hyperactivity, loss of appetite

Drug Name	Trade/Other Names	Medical Uses	Dependence Physical/Psychological
Marijuana	Pot, Acapulco Gold, Grass, Reefer	None	Unknown/Moderate
Hashish	Hash	None	Unknown/Moderate
Hashish Oil	Hash Oil	None	Unknown/Moderate

Departments and Offices

Academic Advising Center 3319, 3321
Academic Affairs 3185
Academic Success Centers 4136, 3499
ACCESS 3399
Adaptive Lab 4029
Admissions 3144
Affirmative Action 3697
Alumni 3355
AmeriCulture Arts Festival ..... (978) 345-4862
Assessment Center 3499, 4136
Athletics 3314, 3054
Behavioral Sciences (Criminal Justice, Human Services, Psychology & Sociology) 3241
Biology 3246
Bookstore 4026
Box Office (Weston) 3347
Business Administration 3378, 3203
Campus Police (Emergency) 3111
- Non-Emergency 3110
- TTY 3588

Career Services 3151
Chartwells Dining Services 3663
Communications/Media 3260
Computer Science 3290
Counseling Services 3152
Cultural Affairs 3709
Development 4555
Disability Services 4020
- Assistive Technology Lab 4029
- TTY 3575

Education/ECEMS 3193
English 3267, 3393
Exercise Sport Science 3304
Expanding Horizons 3064
Capital Planning and Mangagement 3115, 3230
Faculty Center for Teaching Excellence 3341
Financial Aid 3156
Geo/Physical Sciences 3248
Graduate & Continuing Education 3182, 3280
Grant Center 3368
Hammond Campus Center 3163
Health Services 3216
Housing and Residential Services 3219
- Work Order Requests 4014

Human Resources 3172
Humanities
- Art, Music, Philosophy, Foreign Languages 3276
- Band Director 3278
- Choral Director 3713

Inclement weather school cancellations
- Commuters (off-campus) ..... (978) 665-4003, 4004
- Residents (on-campus) 3006

Industrial Technology 3255
Information Desk ..... (978) 345-2151, 4002 or 0
Information Technology Help Desk 4500
International Education/Study Abroad 3089
Institutional Research 3126
Journal of Technical Writing & Communication 3548
Leadership Academy 3218
Library (www.fsc.edu/library) 3196
- Access Services 3062
- Circulation Desk 3063
- Director 3194
- Hours 4478
- Interlibrary Loan 3065
- Periodicals Department 3067
- Reference Desk 3223
- Technical Processing 3310

Mathematics 3263
Math Center 3579

McKay Campus School 3187
Child Development Center 343-9149
Curriculum Resource Center 3725
Library 3322
Family Liaison 3192
Multicultural Student Services 3399
Nursing 3221
OneCard 4500
Parking Services 3219
Payroll 3176
Planning 3171
President 3101
Print Services 3394
Recreation Center 3683
Fitness Center 3061
Racquetball/Volleyball Reservations 3566
Recreation Center Manager 3561
Registrar 3137
Social Sciences (Economics, History and Political Science) ... 3397
Special Education 3308
Student Accounts/Billing 4126
Student Development 3163
Activities Hotline 4480
Information Desk ..... - 0 -
Reservations 3163
Volunteer Center 3649
Student and Academic Life 3130
Dean of Student and Academic Life 3215
Student Conduct and Education 3236
Student Mail Center 4481
Student Organizations
Campus Activities Hotline 4480
Fitchburg Activities Board 3645
Point (Newspaper) 3647
Student Government Association 3300
Student Organization Room 3351
Volunteer Center 3649
WXPL Radio Station (FM 91.3) 3692, 4848
Teacher Certification 3239
Tech Prep 3295
Technology Education 3255
TTY (Telecommunications Typewriter) 3575
Tutor Center (Peer) 3499, 4136
Upward Bound 3439
Vocational Education 3049
Writing Center 3499
Weston Box Office 3347
WXPL 3692, 4848

Undergraduate Evening Programs

Business Administration ..... Caggiano, Diane 3372
Computer Information Systems .. TBA
Computer Science ..... TBA
Criminal Justice ..... Williams, Ian 3751
English ..... Landry, Margarite 4486
Interdisciplinary Studies ..... Fullerton, Beth 4819
Vocational Education (TAPS) ..... Alicata, James 3049

Graduate Programs

Certificate of Advanced Graduate Study (CAGS)
Educational Leadership
and Management ..... Philbin, Edward
Interdisciplinary Studies
Applied Comm. track ..... Chetro-Szivos, John 3261
Individualized track ..... Semerjian, Harry 3279
Counseling/Psych. track ..... Spencer, Richard 3582
Reading Specialist Track ..... Borsuk, Ellen 3705

Master of Arts and Master of Arts in Teaching (MAT/MA)
Biology ..... Cratsley, Christopher 3617
English ..... Chisunka, Chola 3445
History
MAT ..... Baker, Laura 3379
MA ..... Williams, Susan 3085

Master of Business Administration (MBA)
MBA ..... McAloon, Joe. 3125

Master of Education (MEd)
Arts in Education ..... Semerjian, Harry 3279
Curriculum in Teaching ..... Smith, Patricia 3448
Early Childhood, Elementary, and
Middle School Education ..... Hill, Pam 3575
Educational Leadership
and Management ..... Philbin, Edward
Occupational Education ..... Alicata, James 3049
Science Education ..... Cratsley, Christopher 3617
Secondary Education
(non-certification) ..... Kelly, Nancy 3447
Special Education
Moderate ..... Murray, Nancy 3770
Severe ..... Howard, Anne 3309
Guided Studies ..... Howard, Anne 3309
Reading Specialist ..... Borsuk, Ellen 3705
Technology Education ..... Whitfield, Wayne 4807

Master of Science (MS)
Applied Communication ..... Chetro-Szivos, John 3261
Health Comm. Track ..... Chetro-Szivos, John 3261
Computer Science ..... Taylor, Stephen 3704
Counseling
Mental Health ..... Hancock, John 3604
School Counseling ..... O'Donnell, Helen 3355
Nursing (Forensic) ..... Boersma, Rachel 3036

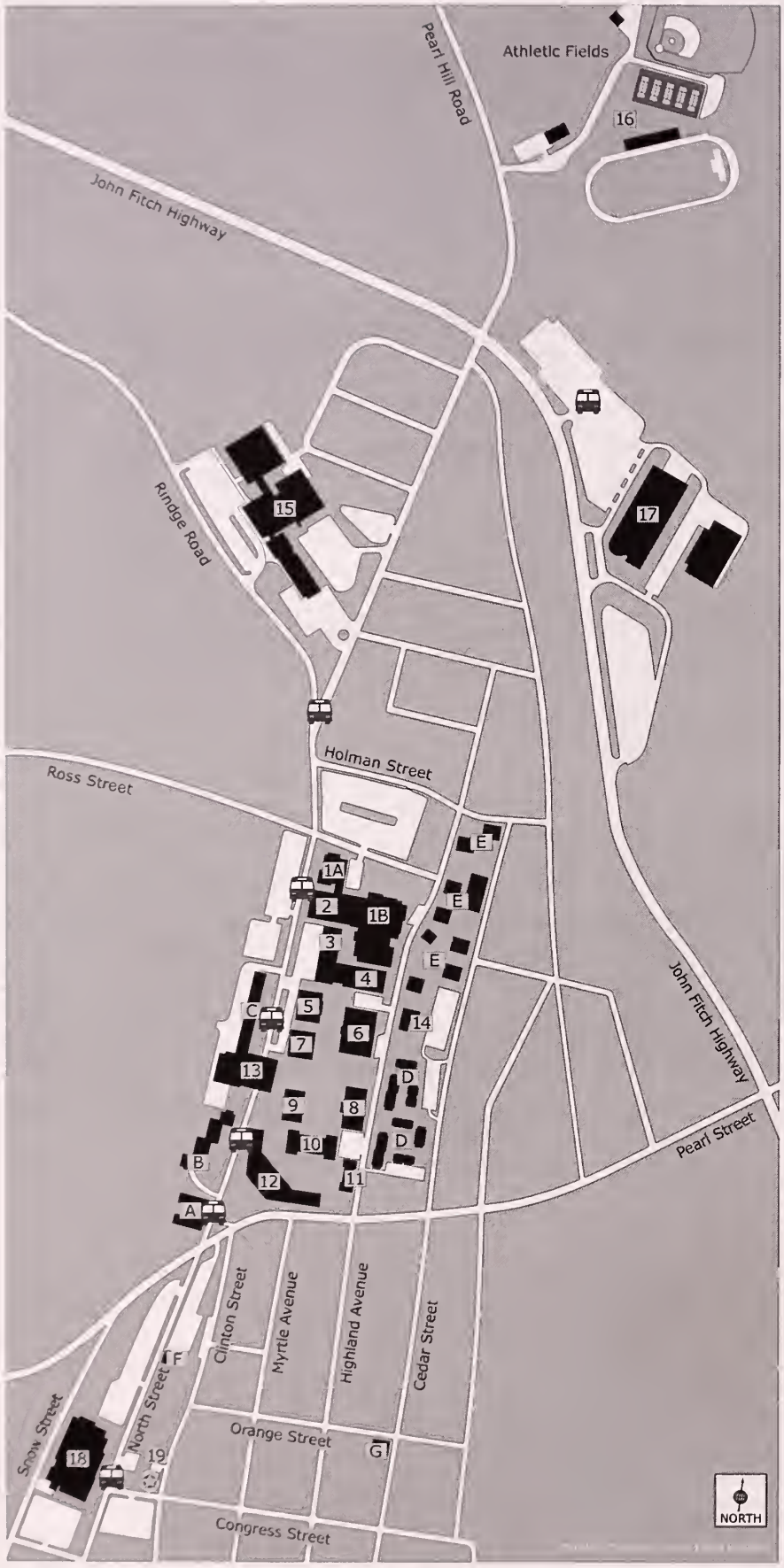
Graduate Certificate Programs
Applied Communications
Studies ..... Chetro-Szivos, John 3261
Educational Technology ..... Howe, Randy 3544
Fine Arts Director ..... Semerjian, Harry 3279
Forensic Nursing ..... Boersma, Rachel 3036
Health Care Management ..... Chetro-Szivos, John 3261

Quick Reference Guide

Questions about	Direct to	Ext.
Adding and Dropping Classes	Registrar's Office	3137
Academic Probation	Academic Advising	3321
Admissions Open Houses	Admissions	3144
Alcohol & Other Drug Use	Health Services	3216
Ambulance	Campus Police	3111
Art Gallery	Student Activities	3163
Auto Assistance	Campus Police	3111
Book loans	Student Accounts	4126
Change of Address	Registrar's Office	3137
Change of Major	Academic Dept.	
Class Cancellations	Information Desk	3580
Class schedules	Registrar's Office	3137
Counseling	Counseling Services	3152
Computer Problems	IT Help Desk	4500
Copy Machines	Library or Conlon IA	
Course load/complaints	Student & Academic Life	3130
Emergencies	Campus Police	3111
Emergency Student Loans	Student & Academic Life	3130
Escort Service/Student Safety	Campus Police	3111
Evening Advisors	GCE	3280
Evening Courses	GCE	3182
Faculty Absences		3580
Faculty Advisors	Academic Departments	
Falcon Booster Club	Athletics	3314
Fraternities & Sororities	Student Development	3164
Fitchburg State University Today	Public Relations	3177
FAT Trips	Student Development	3160
Graduate Courses	GCE	3182
GRE, CLEP/DANTES, MAT & NTE Testing	Career Services	3151
Health Service	Health Service	3216
Honors Program	Leadership Academy	3215
I.D. Cards	ACMS	3262
Inclement Weather School Cancellations	Campus Police	4003,4004
Internet/E-mail	Computer Center	4500
Intramural Sports	Recreation Center	4648
Jobs (on-campus)	Financial Aid	3156
Jobs (off-campus)	Career Services	3151
Judicial Board	Student Conduct	4578
Leave of Absence	Student & Academic Life	3130
Legal Assistance	SGA Lawyer	
Lockers	Info Desk	3165
Lost & Found	Campus Police	3111

Questions about	Direct to	Ext.
Multicultural Experiences	ACCESS	3399
On-campus housing	Housing & Res. Services	3219
OneCard	OneCard Office	3039
Orientation	Student & Academic Life	3130
Parking Permits/Information	Parking Services	3219
Parking Ticket Payments	Parking Services	3219
Paychecks	Treasurer's Office	3107
Posting Policy & Bulletin Boards		SGA 3300
Underground Pub	Campus Center	3162
Readmission after Withdrawal	Registrar	4196
Recycling	Capital Planning and Maintenance	3115
Reserving Space on Campus	Student Center	3163
Residence Hall maintenance request	Housing & Res. Services	4014
Ropes Course	Recreation Services	3683
Scholarships	Financial Aid	3156
Shuttle Parking Information	Campus Police	3111
Student Absences (extended periods)	Student & Academic Life	3321
Student Activities Events	Student Development	3163
Student Activities Hotline	Student Development	4480
Student Billing	Student Accounts	4126
Student Health Insurance	Student & Academic Life	3130
Student Organizations	Student Development	3163
Student Payroll	Treasurer	3120,3122
Student rights and responsibilities	Student & Academic Life	3130
Study Abroad	International Ed.	3089
Summer Conferences	Housing & Res. Services	3219
Summer Courses	GCE3182Substance Awareness Counseling	3152
Testing (Placement)	Assessment Center	3499
Transcripts	Registrar	3138
Tuition Payment Plan	Treasurer	4126
Tutoring (Peer)	Academic Success Center	3499
Vehicle lockouts/jump starts	Campus Police	3111
Veterans Info	Registrar	3137
Volunteering	Volunteer Center	3649
Winter Session Courses	GCE	3182
Withdrawing from a course	Registrar	4196
Withdrawing from the University	Student & Academic Life	3130
Withdrawing from a Graduate Program	GCE	3280

Campus Map



Campus Buildings

1. Conlon Building
   1A. Fine Arts
   1B. Industrial Technology
   Communications Media
2. Weston Auditorium
3. Condike Science
4. Sanders Administration
5. Parkinson Gymnasium
6. Anthony Building
   Admissions Office
7. Dupont Facilities Building
8. Percival Hall
9. Edgerly Hall
10. Thompson Hall
11. Miller Hall
12. Hammond Campus Center
    Amelia V. Gallucci-Cirio Library
13. Holmes Dining Commons
14. Alumni/Development
    Mazzaferro Center
15. McKay Campus School
16. Athletic Fields
17. Wallace Civic Center
18. Recreation Center
19. Campus Police Station

Residence Halls

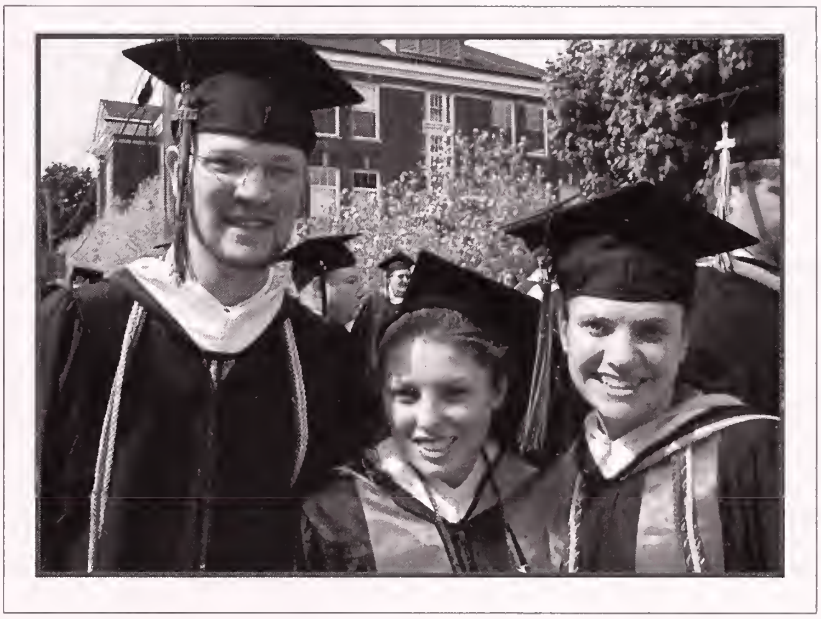
A. Aubuchon Hall
   (Parking Permits, Campus Living)
B. Russell Towers
C. Herlihy Residence Hall
D. Townhouse Apartments
E. Mara Village
F. North Street Apartments
G. Cedar Street House

Key

Campus Police

Shuttle Stop

FITCHBURG STATE UNIVERSITY
160 Pearl Street Fitchburg, MA 01420
(800) 705-9692 www.fsc.edu



index

A

Absences ... 37
Due to Illness ... 22
Academic Advising Center ... 9
Academic Affairs Office ... 9
Academic and Environmental
  Accommodations ... 13
Academic Dishonesty Policy ... 41
Academic Dismissal ... 39
Academic Policies ... 37
Academic Policy Waiver Requests ... 19
Academic Probation ... 38
Academic Programs ... 6
Academic Progress Requirements
Financial Aid ... 14
Academic Standing ... 38
Academic Success Center ... 9
Academic Suspension ... 38
Acceptable Use Computer Policy ... 42
ACCESS Program ... 17
Accommodations
Academic ... 4
  Persons with Disabilities ... 3, 6
  Testing ... 4
Accreditation ... 6
Acquired Immune Deficiency
  Syndrome (AIDS) Policy ... 8
Adaptive Computing Lab ... 13
Add/Drop Procedure ... 37
Adult Children of Alcoholics ... 50
Advisors ... 37
Affirmative Action Policy ... 3, 5, 42
Alcohol
  Activities & Events ... 49
  College Policy ... 47
  Residence Hall Rules ... 48
  Violations Procedure ... 49
Alcoholics Anonymous ... 50
All College Committee ... 2
Alpha Lambda Delta ... 27
Alpha Sigma Tau National Sorority ... 27
Amelia V. Gallucci-Cirio Library ... 10
Anime Club ... 28
Art Gallery ... 21
Associated Builders
  and Contractors (ABC) ... 27
Athletics ... 33
Academic Eligibility ... 33
  Facilities ... 33
  Program Data ... 6
Attendance ... 37
Availability Notice ... 6

B

Bill of Rights ... 4
Bill Payment ... 19
Biology Club ... 27
Black Student Union ... 27
Bookstore ... 10
Breakfast ... 11

C

Campus Calendar ... 20
Campus Map ... 56
Campus Police Department ... 16
Campus Resources & Services ... 9
Campus Security Report ... 6
Career Library ... 11
Career Services Center ... 10
Catering ... 12
Chartwells Food Service ... 11
Child Development Center ... 12
Christian Fellowship ... 28
Citation Payments ... 18
Class Cancellations ... 37
Clubs and Organizations ... 26
Communication Honors Society
  (Lambda Pi Eta) ... 29
Commuter Board ... 28
Commuter Café ... 21
Computer Use Policy ... 42
Confidentiality Regulations ... 45
Contraception ... 21
Controlled Substances ... 51
Costs ... 6
Counseling Services Department ... 12
Course Load Requirements ... 38
Course Registration ... 37
Crocker Center for Community Service ... 20

D

Dance Club ... 28
Day Care (Child Development Center) ... 12
Department Directory ... 53
Deposits ... 20
Developmental Programs ... 15
Dietary Needs, Special ... 12
Dinner ... 12
Direct Loan Deferments ... 6
Disability, Services ... 3, 6
Disability Services Office ... 12
Discipline Systems ... 19
Dismissal, Academic ... 39
Drug-Free Schools
  and Communities Act ... 47

E

Early Childhood Club ... 28
Education Honors Society
  (Kappa Delta Pi) ... 29
English Club ... 28
Engravers ... 10
Enrollment Period ... 20
Epsilon Pi Tau, Inc. ... 28
Equal Opportunity ... 5
Evening Programs, Undergraduate ... 54
Event Policy, End of Spring ... 42

F

Facilities Reservations....21
Falcon Players....28
Family Educational Rights and Privacy Act (FERPA)....6
Family Orientation....19
Federal and State Drug Laws....48
FERPA....7
Financial Aid....6, 14
Financial Obligations....6
Fire Drill Procedures....16
Fire Safety Residence Halls....16
First Responders....28
Food Service (Chartwells)....11

G

Good Neighbor Policy....42
Grades....39
Changing....39
Grievance....40
Graduate and Continuing Education....15
Graduate Programs....54
Graduation Rates....6, 14
Greek Council....28

H

Habitat for Humanity Local Chapter....28
Handicapped Persons Accommodations....3
Hazing Policy....42
Health and Immunization Requirements....22
Health Requirement Policy....22
Health Services....21
Higher Education, Access....4
Honors....40
Housing and Residential Services Office....10
Human Immunodeficiency Virus (HIV) Policy....8
Human Studies Policy....42

I

Illness
- Meals during....12
- Treatment for....21

Immunization Requirements....7
Immunizations....21
Industrial Technology Honor Society (Epsilon Pi Ta)....28
Insurance for Property....7
Intercollegiate Sports....33
International Education Office....16
International Honor Society in History (Phi Alpha)....29

J

Jazz Ensemble....29
Jury Duty....4

K

Kappa Delta Pi....29
Keys/Card Access....16

L

Lambda Pi Eta....29
Latin American Student Organization (LASO)....29
Library....10
Living on Campus....10
Loans (Emergency)....19
Lunch....11

M

Mail Center....17
Major Changes....40
Maps....56
Martial Arts Club....29
MASSPIRG....29
Math Center....17
Math Club....29
Meal Cards....12
Meal Plans....11
Mission Statement, College....2
Multicultural Student Services....17

N

Narcotics Anonymous....50
National Association of Homebuilders (NAHB)....29
New Student Orientation....19
Non-Discrimination Policy....42
Nursing Honor Society....30
Nursing Student Association (NSA)....30

O

Offices Directory....53
Offices Listing....9
Order of Omega....29
Organizations, Student....27
Orientation Programs....19
Overseas Study....16

P

Pan-Hellenic Council....29
Parental Notification....48
Parking....45
Parking Permits....18, 45
Parking Violations....46
Payment Plan....20
Personal Property....20
Phi Alpha Theta....29
Phi Sigma Sigma National Sorority....29
Phone Directory....53
Pi Sigma Alpha....29
Placement Test Center....18
Point, The....30
Policies, Academic....37
Policy Waiver Requests....19
Poster Policy....44
Prevention & Awareness Programs....48
Privacy and Confidentiality....42
Probation, Academic....38
Psi Chi....30
Psychology Club....30
Psychology Honors Society (Psi Chi)....30
Public Area Damages....16

Q

Quad Usage....46
Quick Reference Guide....55

R

R.A.D....10
Raffle Policy....45
Readmission
- After Suspension....38
- After Withdrawal....38

Recognition of Student Organizations....30
Recognized Student Organizations....27
Recreation Center....18, 33
Recreation Services....18, 33
Reduced Course Load....4
Refund Policy....20
Repeating Courses....39
Rescue Squad....10, 30
Residence Hall Living....10
Resident Assistants (RAs)....15

S

Safety & Security....15, 16
Satisfactory Academic Progress....19
Security Team, Student....10
Sexual Assault Policy....43
Sexual Harassment Policy....44
Shuttle Bus Parking....18, 45
Sigma Pi Fraternity, International....30
Sigma Sigma Sigma National Sorority....30
Sigma Tau Delta....30
Sigma Tau Gamma National Fraternity, Inc....30
Sigma Theta Tau, Inc., Epsilon Beta Chapter....30
Smoking Policy....45
Snow Removal....46
Solicitation Policy....45
Sportsmanship Code....34
State Drug Laws....48
Student Accounts Office....19
Student and Academic Life....19
Student Code of Conduct....41
Student Conduct, Mediation and Education....20
Student Development & Campus Center....20
Student Discipline Systems....19
Student Education Association of Massachusetts....30
Student Grievance....40
Student Leadership Center....21
Student Loans....19
Student Organizations Listing....27
Recognition Procedures....30
Student Organization Committee (SOC)....30
Student Parking Policy....45
Student Representation on Committees....2, 3
Student Rights under FERPA....7
Substance Abuse
- Counseling/Treatment....50
- Health Risks....51
- Policy....47
- Violations....50

Suspension, Academic....38

T
Testing.....11
Accommodations.....4
Testing Center.....13
Transcripts.....40
Transfer Credit.....40
Tutor Center.....23

U
Underground.....21

V
Volleyball Club.....30

W
Withdrawal From the College.....6, 38
Withdrawal Requirements
    Financial Aid.....14
Withdrawing from
    Fitchburg State College.....19
WXPL Radio.....30

Z
Zeta Phi Beta.....30

FITCHBURG STATE UNIVERSITY

Office of Student & Academic Life

160 Pearl Street ▪ Fitchburg, MA ▪ 01420-2697 ▪ www.fsc.edu

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